

# Community Led Local Development (CLLD) Full Application Form (FA1)

## Before you start your Full Application Form:

- Make sure you know when your submission deadline
- Take into account any conditions applied at the EOI stage and make sure you address them
- Re-read any relevant Guidance notes

## Sending us your application form:

- Once you have completed the form, please email it to your Facilitator
- Make sure you have included any other relevant documents
- Be prepared for us to ask you questions – we want to make sure your project is fundable and that we have all the right information
- Feel free to ask us any questions during the process

### Notes from the Facilitator (to be added once application has been reviewed and ECC completed)

Click here to enter text.



**European Union**

European Structural  
and Investment Funds



Enabling Business  
Inspiring People

## A. About You and Your Organisation

1. Project and Contact Details	
Please give the project references and details of the main point of contact.  If anything has changed since your EoI please amend accordingly	SE0032
	Cattle Market Makers Project – (Business Support and Space)
	Mr
	<a href="#">Stephen</a> Vinson
	Liskeard Town Clerk
	<a href="tel:01579559560">01579 559560</a>
	<a href="tel:07929780902">07929 780902</a>
<a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a>	
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>

2. Organisation Details			
Please give the details of the business/organisation who will be the applicant for the project			
Registered/ Legal Name of Business/Organisation (Including Trading Name)	<b>Liskeard Town Council</b>		
Business/organisation address and contact details (main postal address) including postcode	Liskeard Town Council 3-5 West Street Liskeard Cornwall PL14 6BW		
Correspondence address (if different to above)	Please enter an alternative correspondence address if you would like us to contact you at a different location.		
General contact details and Website address	<a href="mailto:townclerk@liskeard.gov.uk">townclerk@liskeard.gov.uk</a>		
	01579 345407		
	<a href="http://www.liskeard.gov.uk">www.liskeard.gov.uk</a>		
Which best represents the legal status of the business/organisation/applicant?	Other If 'Other', please specify: Town Council – non statutory body		
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>		
What does your business do?			
Please provide a description of your business and what it does.	Town Council is a non-statutory public body.		
Other company details			
Companies House Registration number	Companies House no.	Charity Commission Registration number (if applicable)	Charity Commission no.
VAT Registration Number	818323925		

Do you have a business plan, set of accounts or P&L?	We have a set of accounts which is profit and loss based.		
Which Business /organisation sector are you in?	Public Sector If 'Other', please specify: <a href="#">Click here to enter text.</a>		
Business/organisation size	Small 10-49 If 'Other', please specify: <a href="#">Click here to enter text.</a>		
Business Start Date	01April 1974	Trading age at the start of support	yy/mm.
Turnover for the last complete financial year	Enter in whole £ here.		
R&D spend in the last financial year	Enter in whole £ here.	Number of product or process innovations in the last three financial years	Enter number here.
Do you have any "linked businesses"?	Yes <input type="checkbox"/> If 'Yes', please specify: <a href="#">Click here to enter text.</a>		
If you are a limited company, please provide details of the shareholders of the company – name and % share allocation			
Name	% share allocation	Do they own shares in another company?	Other company and % shareholding
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
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<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Does your business/organisation own shares in another company?		<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
Please provide any further clarification of shareholders as required	<a href="#">Click here to enter text.</a>		
Have any of the business/organisation principals been:			
Disqualified as a Director?	Yes/No	Listed on the individual insolvency register?	Yes / No
Subject to bankruptcy proceedings?	Yes/No	Subject to a County Court Judgement?	Yes/ No
If you answered 'yes' to any part of this question please provide details below:			
<a href="#">Click here to enter text.</a>			
Size of business/organisation – please review the criteria below and confirm if you meet either of the definitions of a small or medium size organisation:			

<b>SMALL</b> You have a headcount of less than 50 employees; and/or You have a turnover on the last financial year of €10m or less	Choose an option
<b>MEDIUM</b> You have a headcount of less than 250 employees; You have a turnover on the last financial year of €50m or less; You have a balance sheet in the last financial year of €43m or less	Choose an option
Has your organisation received any grant funding (State Aid) support in the last 3 years	Yes <input type="checkbox"/> If 'Yes', please specify: <a href="#">Click here to enter text.</a>
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input type="checkbox"/>

## B. About your Project

<b>3. Project Details</b> Please provide a brief outline of your project/activity	
<p><b>Please give a description of your project,</b> make sure you include:</p> <ul style="list-style-type: none"> <li>The aim of your project</li> <li>What is involved in your project? Explain what will happen and how.</li> <li>How have you identified the need for your project? What issue will it address?</li> </ul>	<p>Liskeard cattle market is a priority regeneration site for Cornwall Council and its partners. Recent high quality community consultation (funded by the Ministry of Housing, Communities and Local Government) has resulted in a vision to regenerate the old cattle market site in Liskeard to create a new community heart which catalyses the upcycling of the town. Key themes include boosting the local economy via workspace for startups and small businesses, and making it a place where people of all ages and backgrounds can come together, including those experiencing deprivation and isolation to participate in and enjoy a range of cultural and community activities.</p> <p>The aim of this project is to build a community of makers, bringing creativity and vibrancy to the site, helping people and businesses to develop in an inclusive way, and providing effective mean-while uses while the longer-term plans for the cattle market site are taking shape. It will expand the existing creative and craft industries sector in Liskeard, to help raise the profile of the town centre as a destination for local people, and visitors. This application will provide premises, advice and support to enable business start-ups and expansions. It will enable excluded individuals to be brought a step closer to the mainstream economy.</p> <p>At this stage it is hard to predict the specific economic effects of the Coronavirus crisis on the local economy. However, it is very likely that existing small businesses will be struggling and unemployment will increase. In this context we believe that a project which supports small businesses, potential entrepreneurs and people not in employment will be needed more than ever. Its effect in bringing people into the town centre will be very valuable in a context where the competition from online shopping is likely to increase.</p> <p>The Government's Index of Multiple Deprivation in 2015 (and the new 2019 version) show the serious deprivation issues in Liskeard with one LSOA being in the worst 10% of LSOA's nationally and the two adjacent the worst 10-20% nationally. In November 2019, Creative Kernow produced the "Creative Workspace Demand Study: Penzance and Liskeard". With 139 businesses responding to the consultation, this represented a strong 70% rate. This indicated a very good demand for premises with Liskeard scoring even more highly than Penzance. Several recent past demand studies and planning processes have identified the demand for small-scale workspace employment space. Neighbourhood Plan development process from 2014. The Food Enterprise Zone initiative in 2015. A jointly commissioned study in 2017 indicating the cattle market site as an excellent location for quality office space. The</p>

	<p>Town Council and partners (including the LEP), 2018 study which continued to show a need for small scale business units in the town centre.</p>
<p><b>Who will benefit from the project?</b></p> <ul style="list-style-type: none"> <li>• Who is helped by your project?</li> <li>• How will it make a difference?</li> <li>• How will it deliver the expected outputs?</li> </ul>	<p>There are already some creative and artisan businesses in the town centre and a number of people interested in turning an idea into a start-up arts and craft business. The provision of the workspace and access to the technical advice and facilities offered by this project would represent a step change in their number, coordination and visibility. Over 2 years a Project Coordinator employed by Liskeard Town Council will run a project aimed at several strands of people: starting with established makers, who can help as trainers and technicians, and potential entrepreneurs, who need help establishing businesses and getting products to their market. It is intended through a combination of business advice and support and premises fit out – that 10 enterprises (C1 indicator) will be supported of which 3 will be new enterprises supported (C5 indicator). There will be an employment increase of 4 jobs in supported enterprises (C8 indicator). After the first six months we would also include economically inactive people whose interest and confidence can be stimulated by participating in creative and craft activities as steps towards education, job search or self-employment. It is hoped that by this method 12 potential entrepreneurs can be assisted to become enterprise ready (P11 indicator)</p>
<p><b>What is innovative about your project?</b></p> <ul style="list-style-type: none"> <li>• What is new or different?</li> <li>• How do you know that this will work?</li> </ul>	<p>Current business support is general and only occurs on a pop-up basis. The provision of small business premises linked directly with help and advice has not occurred locally since 2003. This project will enable business support combined with a range of opportunities from an opportunity to exhibit to a full-time workshop.</p> <p>One way in which it is innovative is that it will include the different strands mentioned above. The inclusion of established makers will provide an immediate impact and role models and mentors as well as people who can run courses and bring technician skills. Equally, the inclusion of potential entrepreneurs and targeting of people who are not currently economically active will mean that it truly is an inclusive project, widening networks and bringing new energy and ideas.</p> <p>As far as is known, this is a uniquely comprehensive approach in combining physical regeneration, through the expansion of local businesses in such a way that some excluded individuals could secure employment with businesses supported by the project. Others will have achieved a step towards the economic mainstream through, the acquisition of arts and crafts skills that might provide them with a near future opportunity, to secure employment in an expanding sector of the local economy.</p> <p>It is also believed to be a unique Town Council led project in terms of its wide range of partners and stakeholders: Cornwall Council, Plymouth College of Art, a local charity ECCABI, the Liskerrett Community Centre, Adult Education, Primary Schools, Community Interest Companies such as, Community Treasure Chest, Lighthouse Community Centre, and the Liskeard Together programme..</p> <p>We know that similar types of project have been successful elsewhere (for example, the Krowji initiative at Redruth which combines floorspace with advice and support) in providing artists workshops. Furthermore, the Liskeard Together project which includes ECCABI, who have</p>

	<p>successful worked with the ESF participant groupings. Between our partners and stakeholders have a wide range of experience. We have also consulted with local artists and makers to understand their needs.</p>
<p><b>After the funding</b>          What will be the lasting impact of your project?</p> <ul style="list-style-type: none"> <li>• What is the legacy of your project?</li> <li>• How will you continue to deliver the project post CLLD (if applicable)?</li> </ul>	<p>The kick starting of the regeneration of a part of the former cattle market site will provide an historic opportunity to develop an existing arts and crafts community into a larger and more competitive sector of the towns economy. This will feed into the larger provision of workspace on the site, which is expected to be completed at the end of 2021. The town continues to suffer from high levels of deprivation. The provision of an arts and crafts route to social inclusion will help to supplement the activities of other partners in the town. The contracts of employment for the two posts created through the project would be for the duration of the CLLD funding. We have modelled the cash flow projections for 6 years from the start of the project. This shows that after the termination of the grant funding the income from the project covers the costs so the facilities can continue to be provided on a sustainable basis.</p>
<p>Have there been any changes to your project since your EOI? If so, explain what they are and what the impact will be.</p>	<p>It had originally been the proposal to consider the possible reuse or meanwhile use of some of the existing buildings for the purposes of providing business units. This would have been in conjunction with the provision of containerised units. Advice from Cornwall Council has been that the poor condition of the existing buildings makes it impractical and uneconomic to attempt to keep the properties as business units. The premises element of the project is now solely container-based. Whereas it had been hoped to refurbish and enable 500 square metres of business unit floorspace of existing buildings and some containers, the containers only solution will reduce the area enabled to 109 square metres. The project will prepare the brownfield site for business use. It will also provide the container units with the necessary power connections including three phase and the internal fittings such as, extraction fans, etc. to make the shell of the container units into usable space. In the Expression of Interest a figure of £60,000 had been identified as the cash contribution. However, the actual figure requested is significantly higher as a result of the fuller project costs increasing during the project development. Cornwall Council have been fully involved with the exercise to establish the actual gross capital and revenue cost. They have been closely involved with the process to increase the match funding in proportion.</p>
<p>If there were any conditions or queries attached to the acceptance of you EOI please list them below and explain how you have addressed them:</p>	
<p>Would your project be able to consider an increase in participant numbers to a minimum of 30; split the Project Coordinator salary between ESF and ERDF according to time spent on project and/ or provide justification/ assumptions as to the reasons for the high amount per participant.</p>	<p>We have split the two posts between the ERDF and ESF cost centres.</p>
<p>Please confirm the length of life for the Containers you are looking to procure;</p>	<p>The lease is a 10 year lease with a break clause at 5 years. This has been drawn up specifically to meet the output requirements of the CLLD programme.</p>
<p>Please provide us with the lease from Cornwall Council and planning permissions to install the containers</p>	<p>Draft heads of terms for a lease are with Cornwall Council for their consideration. The land would be leased for a peppercorn rent. The lease would last for 10 years with a 5 year break clause. A Project Board would run the Cattle Market Makers workspace. Cornwall Council and Liskeard Town Council would both be part of the Project Board. The landowner is the Planning Authority Cornwall Council. Cornwall Council will be submitting a planning</p>

	<p>application for the Cattle Market Makers Project on behalf of the partnership.</p>
<p>How will you engage with businesses in the local area?</p>	<p>The two CLLD supported posts will be actively engaged with eligible businesses that meet the criterion and outputs of the project. This will be by means of the contacts already developed within the eligible business sectors. There will be a two way referral from and to Business Support organisations (such as Growth Hub and Skills Hub and Cultivator 2. There will also be a launch and update events. Businesses will also be engaged through the use of leaflets, newsletters and social media.</p>
<p>How will you engage with Potential Entrepreneurs in the local area?</p>	<p>For several years the Town Council and partners have been engaging with potential entrepreneurs on an ongoing basis. In November 2019, Creative Kernow undertook a survey of interested pre business starts and existing businesses to assess demand for these premises. The survey included in full in the application shows that: 18 Liskeard based respondents are interested in creative industry type business premises in Liskeard. This confirms previous joint business demand studies. In 2018, the LEP helped along with other partners to fund a demand study into the need for business premises in the town centre and associated business parks and industrial estates. It did establish a need for a town centre workspace. A 2017 demand study by Thomas Lister Associates on behalf of Cornwall Council showed a need for a good quality workspace. It identified the cattle market site in Liskeard as a key workspace site for east Cornwall. This directly resulted in the inclusion of the Cornwall Council mainstream ERDF workspace project which is now being progressed. The Town Council (in conjunction with a local CIC Cornwall Quality Livestock Producers) submitted a Food Enterprise Zone bid in 2015 for workspace on the cattle market. This bid for office, workshop and food processing units and was not successful. which is now being progressed.</p>
<p>How will you recruit and engage with local people for the ESF element of your project?</p>	<p>The Town Council has presented the idea to various organisations ranging from the immediately adjacent community centre (Liskerrett), the Adult Education service (offering basic literacy and numeracy courses), a local charity ECCABI (which is key player in an operating partnership with the tenants of social landlords, such as, Cornwall Housing. Through initial confidence building work those excluded individuals undertake "Money Box" type budgeting skills for those in debt). The Lighthouse Community Centre and Community Treasure Chest are both Community Interest Companies based in the town and dealing with a number of individuals that meet the ES F criterion for this project.</p>
<p>How will you ensure progressions for people following the ESF element of the project?</p>	<p>The project will work with a number of organisations to offer ESF participants a progression path. These include: Plymouth College of Art – offer a range of over 20 short courses. Adult Education (Liskeard) – offer a venue at Laity House and a programme of suitable activities. Community Treasure Chest (CIC) – in Liskeard can offer volunteering options. Liskerrett Centre – as well as offering possible training and meeting spaces immediately adjacent to the former cattle market site, there some volunteering options connected with the operation of the centre. Lighthouse Community Centre (CIC) – offer some local volunteering options.</p>
<p>Can you clarify what is meant by accountable body costs;</p>	<p>Some of the time of Town Council staff (e.g. Town Clerk, Responsible Financial Officer and Accounting Clerk) will</p>

	<p>be involved in the support of the Cattle Market Makers Project. The Town Council seeks to cover that element of their time (salaries, NI etc.) spent on the project. Those costs have been shown within the spreadsheets under direct salaries (partially funded staff) and include time which will be spent by existing staff line managing the project, plus financial management and accounting.</p>
<p>Have you considered a small budget for potential entrepreneurs?;</p>	<p>We have a "Participants Costs" concept in mind. Whereby, if an item or service is needed by a business or start up e.g. printing, professional advice or technical courses not already covered within the range of providers, it might be funded to provide support through a critical start up or expansion.</p>
<p>Can you confirm in more detail the match funding for your project;</p>	<p>Cornwall Council has been approached regarding the provision of the match funding cash contribution.</p>
<p>At Full application can you provide us with 2 years of accounts;</p>	<p>We are a public sector body whose accounts are audited annually by an Internal Auditor and an External Auditor and are available for public inspection. Consequently, it is not necessary for us to present two years of accounts.</p>
<p>Please clarify the relationship between the Town Council and the delivery partners.</p>	<p>Liskeard Town Council will be the accountable body for the project. Cornwall Council and the Plymouth College of Art are key delivery partners and memoranda of understanding will be produced to outline the various roles and relevant services and facilities (including relevant fees). Presently, the other partners and stakeholders do not play a role requiring such a formal written agreement. Their support will be indicated by letters of support that they have provided. However, should the project develop in such a way that a more formal agreement is needed this can be done. It should be noted that the Town Council is represented upon the Cornwall Council Cattle Market Working Party. This is overseeing the regeneration of the cattle market including the wider planning context, the Cornwall Council mainstream ERDF application for 1,200 square metres of office workspace and the Town Council CLLD bid for container workspace.</p>
<p>Please confirm the Business mentors links in the project and how you will ensure they are qualified to deliver Business support.</p>	<p>Since 2017, the Town Council has been in regular contact with the Growth Hub. They have provided advice on Growth Hub services. We have helped to promote these services and other initiatives to the local business community. This Cattle Market Makers project has been framed to provide workspace which is something that is in short supply locally. We have met with the Growth Hub and a representative of the Skills Hub regarding this project. They were able to confirm that the project helps to cover one of the gaps in their portfolio of products and services. In particular, the pre business start-up in which help was not provided under their course programme. It was agreed that our project and the Growth Hub and Skills Hub would refer each other appropriate enquiries to their mutual benefit and to assist local businesses. Once the Cattle Market Maker Project Coordinator and part time Assistant posts are filled there will be familiarisation and training in the business mentors and services provided by both Growth Hub and Skills Hub.</p>

#### 4. Timescales

What are your anticipated project timescales

Project start date	01/09/2020	Project completion date	31/12/2022
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### C. Where will your project deliver?

5. Local Action Group Details	
Which Local Action Group Area or Areas will benefit from your project activity?	
Which Local Action Group Area will be the main beneficiary?	South & East
If the project will benefit more than one LAG area, please select the additional LAG areas	<input type="checkbox"/> AMLAG <input type="checkbox"/> C2CLAG <input type="checkbox"/> SELAG <input type="checkbox"/> WCLAG
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>

### D. What will your project deliver?

Double click on this table to open it. In the first column, use the drop down menu to select which LAG is relevant. Then use the drop down menu to select which of the LDS Strategic Objectives your project will deliver.

6. Strategic Objectives	
Which of the Strategic Objectives will your project meet?	
LAG	SELAG 1. Stimulating new and existing local businesses to provide local work opportunities including by making them as competitive as possible
LAG	SELAG 3. Developing community led initiatives/ community based projects to work with people to build capacity, confidence and skills for progression towards employment and training
LAG	SELAG 4. Raising community aspirations by targeting locally distinctive initiatives to achieve an economic step change (an objective in its own right and an underpinning objective)
LAG	

6. Strategic Fit and Need for your Project
Please explain how your project will meet the objective(s) identified and provide details of the planned activities to be delivered by the project.
SELAG 1 Stimulating new and existing local businesses to provide local work opportunities including by making them as competitive as possible.  The best employment route for many local people is through self-employment and the project will support both existing artisan businesses and potential entrepreneurs to make their businesses successful.

It will provide space for fledgling businesses which is tailored to their needs. This will include affordable small workshops for rent and also space in shared making facilities which can be hired by the hour.

It will ensure the new and existing businesses have access to the business support they need: directly providing one-to-one business support tailored to craft businesses, including how to tell the stories of their products and market them effectively; filling current gaps in business planning courses for potential entrepreneurs; and signposting them to existing support including Growth Hub, Skills Hub, Cultivator and Adult Education.

Because of the mix of makers at different levels of development in the project there will be many opportunities for peer to peer learning. The spaces will be designed to maximise this and the project will build in mentoring, small group activities and interactions between resident makers and people involved in training to encourage collaboration and mutual support.

Creative inspiration and gaining new technical skills are obviously also central to success for this type of business and the project will foster these via the links with Plymouth College of Art, including the opportunities to try out new digital techniques via the satellite Fab Lab, involvement of PCA technicians on site, and opportunities to visit the College. Access to the other on-site facilities and working next to people skilled in different crafts will also provide informal opportunities to spark new ideas and learn new techniques.

SELAG 3 Developing community led initiatives/community based projects to work with people to build capacity, confidence and skills for progression towards employment and training.

We want our project to be as inclusive as possible so the strand aimed at people to help them take steps towards employment and training is very important. Our collaboration with Liskeard Together will provide one way to engage with people in this position and our project manager will attend their courses to talk to participants about what we can offer. We will also run sessions for parents and grandparents, supported by local primary schools, to make with their children to develop their confidence in taking part in our making courses.

These courses will enable people to try out different crafts, including digital techniques, and to be part of a group, making a regular commitment to attend. This will in itself build capacity, confidence and skills, which will be further developed by being inspired by seeing what more established makers are doing on site, and finding out about possibilities for further development. We'll make sure that they know what the adult education Skills for Life programme and National Careers Service can offer and there will be opportunities to progress by joining the potential entrepreneurs strand.

SELAG 4 Raising community aspirations by targeting locally distinctive initiatives to achieve an economic step change

Liskeard already has a number of artists and craft businesses and the tenants of the sheds already on the site have styled it the Artisan Quarter. This project would significantly build on these beginnings by providing a focus for the town's creative sector, growing and supporting businesses, encouraging collaboration and providing a showcase which will also attract locals and visitors to spend time in the town centre.

As mentioned under objective 3, it's very important to us that this is an inclusive project, raising community aspirations, and the mix of people involved, from those not currently economically active to established makers, will be a key element of this. As already stated, we will build in multiple opportunities for progression.

This project will also closely relate to the proposed ERDF-funded Workspace project for creative businesses. As it will be able to start earlier, it will provide starter units and help grow a community of makers, some of whom can move on to the larger spaces available in that building. The Project Manager for the Cattle Market Makers project will be on site to deal with enquires related to the Workspace building and once it is tenanted those businesses will be able to participate in the activities of this project. It will therefore play an important role in the success of the larger project and together they will achieve a step change in the local creative economy.

Who are your competitors? What differentiates your project from what they are doing?

We don't believe that there are competitors locally, however there are a number of organisations we see as collaborators and we have met with them to discuss how we can ensure we are complementing what is already provided and cross refer to enable local people to have the best support. In reality, in Liskeard there is a critical shortfall of key facilities, such as, premises, equipment, advice and support. This prevents the economy from growing and exacerbates the issues of deprivation. When we approached the Growth Hub and Skills Hub asking to identify possible areas of joint working and to reduce any overlap of provision, it became clear that they both welcomed being able to pass on enquiries from people ineligible to receive their help for example pre business start up advice. The Cattle Market Makers project will be even more constrained by the needs to provide such a high proportion of participants and businesses from the core areas within the town. The project will pass on those enquiries from outside the core and functional areas to the Growth Hub and Skills Hub. This will also include businesses from non-eligible sectors of the economy. We intend to rely upon experienced and specialist providers such as, Cultivator who provide an excellent service. CULTIVATOR 2 commenced in 2020. They are based in Redruth. They have supplied a letter of support to provide highly focused support and assistance to eligible participants provided by the project.

What other funding have you considered for this project? Why are you requesting funds from CLLD?

The CLLD has the combination of ERDF and ESF that enables a more comprehensive approach. This supports investment in infrastructure and individuals to provide a better balanced regeneration of the community of Liskeard.

What would happen to your project if you did not receive all or some of the CLLD funding?

If no grant support were forthcoming from the CLLD programme the project would not happen. The Town Council does not have a "duty" to promote economic development. It has one of the smallest budgets of any of the Town Councils in Cornwall. Depending on the amount of grant allocated and the balance of the ERDF / ESF approved, we would discuss changes to activities with our partners. This could include a reduction in the number of containers obtained. There are issues of economies of scale where costs would still be incurred even if divided into a smaller number of container units. The range of partners and the corresponding offers to ESF participants could be scaled back. However, a number of the ESF participants have been excluded perhaps for several years. A more extensive range of options might be the most cost effective way of moving them towards the mainstream economy.

## 7. Project Management and Delivery

**Will the project involve any delivery partners? If yes please provide details below:**

*NB A Delivery Partner is another organisation or company who will help you deliver your project and are integral to its success.*

Yes

Who are the delivery partners?

Summarise their experience and what will their role will be in this project?

Is there a Service Level Agreement or Memorandum of Understanding in place?

Cornwall Council

Because of their experience and existing relationships, Cornwall Council will be able to procure and deliver the capital programme element. Cornwall Council is the landowner and they will provide the match funding cash

Yes

	<p>contribution to the project. Cornwall Council will own the container-based workspace..</p>	
<p>Plymouth College of Art Liskeard Arts and Media Body (LAMB)</p>	<p>Plymouth College of Art - has a specialist knowledge of this sector - (some current students are from the local area and a number of their alumni live within the catchment area.) They have offered to help with practical workshops, masterclasses, pop-up markets and community art. Furthermore, the College has the capacity to offer access to equipment such as, kilns, fablab, jewellery workshops and glass blowing facilities etc. This would have to be charged (in terms of technician support to ensure health and safety and direct consumables and costs etc) but the project could perhaps subsidise or even pay fully for this for participants depending on their circumstances. In addition, the College would be keen to explore how it can provide access for artists and makers in the Liskeard area to its postgraduate programmes such as the MA in Entrepreneurship for Creative Practice. It would also be a real opportunity for postgraduate students to be involved in the development of the Cattle Market Makers Project. The College also offers over 20 short courses in a range practical arts based skills which, is hoped will provide some ESF participants with options in the next steps progression</p>	<p>Yes</p>
<p>Stakeholders</p>	<p><b>Liskeard Arts and Media Body (LAMB)</b> is a Community Interest Company. It's vision is to celebrate and promote Liskeard, helping to create a sense of belonging and pride and giving a voice to a wide range of people. It publishes the quarterly Lyskerrys magazine which is delivered free to every household. The magazine will be an important way to communicate about the project, including to people who are excluded from other forms of communication. Businesses and potential entrepreneurs involved in the project can be profiled in the magazine, and LAMB can also provide support to makers around how to write about and publicise their work.</p> <p><b>Liskerrett Centre</b> – say they will be providing secure studio space at affordable rates,</p> <ul style="list-style-type: none"> <li>•opportunities to exhibit work in our public areas</li> <li>•links from Liskerrett's web site to artist's own</li> <li>•coverage of artists exhibitions, projects and successes in our monthly newsletter</li> <li>•opportunities for network and creative sharing</li> </ul>	<p>Letter of support received</p>

	<ul style="list-style-type: none"> <li>•use of the Centre's facilities including free wi-fi, café on site</li> <li>•opportunities to contribute and participate in community arts and heritage projects</li> <li>•rental of additional rooms for occasional use for workshops and exhibitions at discounted community rates</li> </ul> <p>We particularly like to support artists who will use their studio space</p> <ul style="list-style-type: none"> <li>•to develop their practice/business;</li> <li>•commit to using their studio regularly;</li> <li>•have plans to grow their practice;</li> <li>•have a commitment to continuing professional development;</li> </ul> <p>have a commitment to the community ethos of the Liskerrett Centre</p>	
ECCABI	Have offered to refer mutually eligible or suitable participants.	Letter of support received
Cultivator 2 has recommenced in 2020.	Cultivator will be able to support the project by offering tailored creative business support to creative entrepreneurs in Liskeard; skills workshops, networking sessions and other business and skills development opportunities.	Letter of support received
Adult Education	Adult Education could support the project by running some taster provision alongside the project activity and connecting project activity to our mainstream provision running in Laity House, to ensure good transition and progression for individuals. They can also provide expert advice and consultation around the use of accommodation and equipment/materials in the field of art and media, connected to the potential delivery of higher education.	Letter of support received
Primary Schools	Making links to parents and grandparents on intergenerational project work that should bring in ESF participants not accessible through mainstream channels.	Letters of supported anticipated
Community Treasure Chest	Providing upcycled materials to assist with the craft workshops	Letter of support anticipated
Lighthouse Community Centre	Providing activities for possible participants.	Letter of support anticipated.
<p>If you are an established organisation, what is your track record of running similar projects? Provide examples of where you have delivered activity in similar areas or to similar target groups. What did your project achieve and how did the evaluation of that work help in shaping this project?</p>		

Arising from concerns about the deprivation levels locally, the Town Council took the lead in setting up the Liskeard Together project. This is believed to be a unique partnership involving the Town Council, Cornwall Council, Cornwall Housing, a local charity called ECCABI, the Cornwall & Isles of Scilly Learning and Skills Partnership (CIC), in delivering the Liskeard Together project over three financial years. The £907,636 project combines funding contributions from the Town Council (which was the first body to commit funding £30,000), Cornwall Housing £60,000 and Cornwall Council £70,000. The majority of the funding comes from a successful application that was made to the Ministry for Housing, Communities and Local Government for European Social Fund. The project works with vulnerable people (for example, tenants of Cornwall Housing in arrears with their rent.). Through the medium of working with very small groups of participants in similar difficulty, a very simple "Money Box" budget management course builds the skills of vulnerable people in such a way that they are able to organise their finances to deal with their immediate debt problems. In addition, the raising of their own self confidence assists them in looking to update their skills, to volunteer and in some cases return to the mainstream economy. The Liskeard Together project is a current project. There is the clear opportunity to mutually refer participants between the projects. A letter of support for the Cattle Market Makers Project is supplied. It is intended to carry forward some of the positive work that has been achieved in access the ESF participant base.

**Who will manage, run and monitor the project? Please provide a short summary of the relevant skills and experience of each member of staff who will be working on this project. If not the main project contact, who are they in relation to the applicant?**

The Town Clerk (Stephen Vinson) will manage the partnership in particular maintaining the operational relationships with the service delivery partners and the Town Council. He will also deal with the line management of the project team. The Responsible Financial Officer/Deputy Town Clerk (Yvette Hayward) will monitor the financial aspects such as, ensuring that the project team prepare and submit in a timely manner the progress reports and stage claims. The Town Clerk (Stephen Vinson) has worked in local councils for 32 years. This has primarily focused on the delivery of economic development and regeneration projects combining European and UK grant. These projects have included the provision of 23 employment premises projects (such as, managed workspace centres, workshop units, serviced employment plots etc. He has also worked very closely with businesses to ensure that their appropriate workspace requirements are met in the design and construction of the premises in the planning stage and in the management of the workspace thereafter.

**What systems do you have in place for managing the project, including the preparation of claims and recording and reporting of outputs?**

The Town Clerk will have overall operational control of the project. The financial management will fall to the Responsible Financial Officer Yvette Hayward. Yvette has a number of years' experience of working with the banking sector and advising and managing client's business accounts more recently she has managed finances with the Town Council sector. Yvette will oversee the making of payments and the making of stage claims and the final claim and audit. Yvette current deals with the Internal and External Auditors on the Town Councils annual accounts.

**All applicants must meet publicity requirements (set out in the guidance), please clarify how you will meet these needs and ensure all materials are correctly branded?**

The Town Council has been in receipt of grant support for various projects. These have included the carrying of the necessary logos and text indicating the source of the grant support. We will ensure that the requirements placed upon us and fully complied. For example, in the placement of job advertisements, the production of supporting literature (such as, leaflets and posters), on site boards with the container units, etc.

<b>Is this project a feasibility or test project?</b>	No
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**If yes, please outline the reasons for this and the areas of your business/organisation's plans it will address. Do you intend to submit further applications to CLLD for this activity?**

Click here to enter text.

What arrangements will be made to evaluate the impact of the project?

An external assessment will be undertaken by a contractor experienced in ESF / ERDF funded projects.

## 8. Project Participants (Projects supporting Potential Entrepreneurs and ESF projects only)

Tell us how you will recruit participants to the project. How you will promote the project to ensure you target participants from CLLD's core areas? How will you evidence that the beneficiaries are from CLLD's target areas?

The project will look to recruit participants by joint working and referrals from a range of locally based partners. These will include specialist projects dealing predominantly with the target areas and eligible participants. For example, Liskeard Together is dealing with individuals within the Cornwall Housing social housing stock. The addresses of the participants would indicate that they are within the Core Area. There are other local partners such as, the Community Treasure Chest and Foodbanks that are located within the Core Area and interact with the project participants. The local Primary Schools have agreed to support after school activities, that use multi-generational craft projects to introduce the participant groups to the prospect of working with the project. Two of the town councillors live with the core areas and have a knowledge of some of their neighbours who might fit the participant criterion. It is hoped that press coverage, the use of social media tweets and the use of articles in the Lyskerrys magazine (which is delivered to all the households within Liskeard) would add to the possible ways to recruit participants.

### What evidence do you have that your delivery model is the most effective for the target group? Provide an outline of a participant journey from initial contact to exiting the programme

**ESF:** There are a range of ways we might make first contact with an ESF participant but two of the most promising are via the after-school craft clubs, we will run, supported by local primary schools, for parents and grandparents to make with their children and as referrals from Liskeard Together. Our project manager will visit these sessions to talk to participants about what we can offer. The next stage might be to attend a making course at the Craft Containers in the Cattle Market, enabling the participant to learn more about a particular craft and make a regular time commitment. While there, they will be introduced to the making space and Fab Lab and meet artists and makers in their adjacent workshops. They'll also have the opportunity to meet staff from the adult education Skills for Life programme and National Careers Service. The project is designed to be flexible to meet individual needs. Possible ways for ESF participants to progress are: taking further courses at the craft containers, including creative digital courses; using the making space to progress their own work; joining the potential entrepreneurs strand for further support; going on to Skills for Life or other adult education courses; taking a short course at Plymouth College of Art; or building on their increased confidence to move into employment. We'll use the links with our partners and stakeholders to give participants options which meet their aspirations and needs and enable them to take achievable steps.

**ERDF:** The following is an example of the potential journey of a participant who has an existing interest in creative activity; but sees this as a hobby: Participant A undertook a Foundation course in art and design many years ago but started a family and pursued a career in an administrative role. Her children are now getting older and more independent and Participant A is seeking new challenges in life. She has continued to be creative, but she has never thought about selling her work and doesn't see any commercial value to it. In 2020 Participant A sees an advert for the Cattle Market Makers and, with some trepidation, signs up for a couple of printmaking workshops. These really reignite her interest in making work and she begins producing lots of prints and experimenting with techniques and other media that she's not tried previously. As she becomes more aware of what's on offer through the Makers project she signs up for a variety of business skills, creative courses and mentoring and also undertakes a short course at Plymouth College of Art. In early 2021 one of the shipping container studios becomes vacant and Participant A takes it on. She now has a good understanding of how to market her work and she begins selling; she is delighted to start making enough money to cover the rent and her materials. The container next door rented is a graphic designer, Participant B, who is also getting back

into making work after some time out. These 2 participants find that they have much in common and start working on projects together. They find that collaborating in this way builds their confidence and willingness to experiment with ideas. In addition, they find that their differing business strengths also complement each other. The newly-built permanent creative workspaces at Liskeard Cattle Market open in spring 2022. Participants A & B have set up a company together and decide to take the plunge and sign up for a year's tenancy in one of the smaller studio spaces. They have built up a distinctive brand and their work is selling well both on-line and through local galleries; they have undertaken a couple of direct commissions for local companies and they have recently started supplying a retail outlet in London. Participant A also decides that now is the time to resign from her administrative job to devote herself full-time to the business.

**How will you capture the participant's progression to ensure your planned outputs and results targets are met?**

The Project Assistant will ensure that the participants progression will be recorded using paper and IT based systems. They will collate the responses into a quarterly report outlining compliance with the outputs and targets for the Project Manager's assessment. The Project Manager take steps to achieve compliance and report to the Town Clerk should the item need to be raised with the managers within the service delivery partners or other stakeholders.

**(For ESF projects only) What links do you have to local employers? How will you ensure that the activity you are delivering addresses the needs of local employers as well as participants?**

Various existing links and possible means are available to speak to local employers. The Growth Hub is the publicly funded source of advice and support for small businesses in Cornwall. They, the Skills Hub and the Cultivator have all indicated support for the Cattle Market Makers Project. Their letters of support are attached as they are keen to refer suitable businesses. The town council is part of the DISABILITY CONFIDENT initiative which is headed up local Job Centre+. That initiative includes businesses of various sizes. The Town Council is registered as a "Disability Confident Committed" and is working with Job Centre+ and other partners including local businesses to promote this and other initiative under the umbrella, such as, "Dementia Friends" and "Safe Places" to other local employers which will involve shared training events. Four of the town councillors have businesses locally and are members of the Chamber of Commerce as is the town council itself. The Town Council is also member of the South East Cornwall Tourism Association (SECTA). The Town Council has worked with SECTA on a number of projects and would seek to promote the project via SECTA. The Town Council has 6 business units in the Guildhall which has enjoyed 100% occupancy over a number of years.

**Tell us about any indirect outputs or wider impacts your project may generate that you haven't told us about already**

The release of the former cattle market site from use as a livestock sales venue (1905-2018) provides an historic opportunity. At 3.2 acres the site is large enough to embrace several uses and phases of development including that proposed in this application. The development of a new purpose for a part of the former cattle market site is critical. This site is significant both for the ongoing health and vitality of the town centre and the surrounding hinterland for several decades into the future. Taking part in cultural activity is proven to increase mental and physical well-being. People who had attended a cultural event in the previous year were 60% more likely to report being in good health than those who had not. (Source: Arts Council England).

## 9. Permissions and Building Regulations and Standards

<b>Does your project require planning permission?</b>	Application in progress
<b>Does the project need to meet building regulations/local authority standards?</b>	Application in progress
<b>Do any building alterations require your landlord's approval?</b>	Not applicable
<b>Do you or the project require any other relevant licences?</b>	Not applicable

### Use the space below to provide any further details necessary:

Cornwall Council will be submitting a planning application for the Cattle Market Makers Project on behalf of the partnership.

## 10. Project risks

### Tell us what you see as being the main risks to your project and what you have done/will do to mitigate them:

Risk	Mitigation – how you will minimise the risk
The achievement of ESF outputs is often difficult to realise both with regards recording completely compliant outputs. In this CLLD area, in particular, the very marginalised nature of the people that most need help can make them difficult to engage through conventional approaches such as, Job Centre +.	We have engaged a range of potential partners to find alternative routes to participation. These including Primary Schools supporting our intergenerational craft sessions), Liskeard Together project (which aims to build individuals confidence to manage debt through the participation in the “Money Matters” skills building), the Liskerrett Centre – provides a venue as a training and meeting facility. They are well used by community groups and organisations, such as, a Youth Group. Community Treasure Chest upcycles items - much of the upcycled items are reused with the local community which is a deprived area.) Lighthouse Community Centre (CIC) - provides services for children, young people and their families in the town. The CIC runs activities and events that inspire, educate and help to develop skills and confidence for future life. They hold various workshops and events around the town that are designed to be engaging and fun whilst providing real life learning that is transferable to future employment and life. Lighthouse Community Centre (LCC) ran upcycling workshops aimed at teenagers in the summer of 2019, with support from TeX in Bodmin, a social enterprise which focuses on recycling textiles in imaginative ways.
That there is a lack of demand for the small workspace, that is, being provided by this project.	Various demand studies have been and are currently being undertaken that show that there is a good demand for this workspace. The Cornwall Council commissioned 2017

	<p>demand for workspaces in East Cornwall showed a need for workspace in Liskeard (the cattle market site being specifically mentioned as a venue.) The Town Council commissioned (funded by the LEP and Chamber of Commerce etc) demand study in 2018 showed a need for a range of different sized buildings and plots including small workspace. Creative Kernow are currently running a demand study for that type of unit. In addition, the 6 small business units owned by the Town Council are full occupied as are the Cornwall Council owned small units within the former cattle market site. There has been no provision of a range of workspace for letting to business start-ups or small business expansion since 2003. In fact, a number of workspace units have been taken out of business use when their sites have been redeveloped for housing (Gas Lane, Dark Lane, Routledge Court and Victoria Place – and now Trevecca.</p>
<p>Conflict with the Cornwall Council workspace proposals.</p>	<p>The workspace centre and the container workspace are complimentary. The smaller workspaces in the container units are intended to help trial business start up ideas. Those that are successful and need expansion space can take suitable premises in the workspace centre, once it is completed. To assist in the coordinated planning and regeneration of the former cattle market site, the (officers and councillors) of the Town Council are part of the Cornwall Council Cattle Market Working Party. Two Cornwall Council councillors are also Town Councillors.</p>

## E. Cross cutting themes

<p><b>11. Cross Cutting Themes.</b>          All projects are expected to show how they will address the 2 cross cutting themes of Equal Opportunities and Sustainability</p>					
<p>Does your business/organisation hold the following policies, with accompanying Implementation Plans? (They must have been signed and dated within the last 12 months and copies will need to be provided)</p>	<p>Sustainability/ Environmental Development Policy</p>	<p>Yes</p>	<p>Gender Equality &amp; Equal Opportunities Policy</p>	<p>Yes</p>	<p><b>(For ESF projects only):</b> You will also need policies and implementation plans for each of the following:</p>
<p>GDPR/Data Protection</p>	<p>Yes</p>	<p>Safeguarding</p>	<p>Yes</p>	<p>Anti-fraud</p>	<p>Signed policy?</p>

**Thinking about the environmental impact of your project, tell us about the impacts, positive and negative, your project may have. Also explain the steps you are taking to mitigate any negative impacts. Refer to your policy when completing this section.**

Risk	Mitigation – how you will minimise the risk
<p>The original Expression of Interest had hoped to reuse some of the existing buildings and only introduce some container based workspace. However, the very poor condition of the buildings has meant a completely container based unit solution.</p>	<p>The containers will be produced using sustainably sourced materials where possible and will meet relevant environmental standards. They will be laid out in a manner that is more business and people friendly. When they are no longer needed on this site they can be re-used by Cornwall Council. The brand new containers are more likely to be more energy efficient than the collection of old and poorly maintained building. The location of the new containers is still within a brownfield site.</p>
<p>Use of materials in the project damaging the environment</p>	<p>Steps will be taken to ensure that materials used by the project and by workshop tenants are non-polluting and are disposed of safely if necessary. In training sessions etc a lot of emphasis will be placed on re-using and upcycling materials for reasons of cost and environmental sustainability.</p>
<p>The site ceased to be used as a business location at the end of 2017. There is the risk of the units increasing traffic into town centre.</p>	<p>This is offset by the location of public transport / most units likely to be inhabited by people in walking/cycling distance)</p>
<p>Click here to enter text.</p>	<p>Click here to enter text.</p>

Tell us how you project will have a positive impact in promoting equality of opportunity or access to your product/services defined in the Protected Characteristics, as defined in the Equality Act 2010. This could include your procurement process, how you market your product or how you will deliver your project.

We have updated our Equality & Diversity policy. This will fully reflects the requirements of the Equality Act 2010. The town council and its partners will ensure the implementation of the project without disadvantage to staff, businesses and participants with the following 'protected characteristics' :-Age - Gender - Race - Disability - Pregnancy & Maternity - Religion & Belief - Gender Reassignment - Marriage & Civil Partnership - Sexual Orientation. The "Equality and Diversity" implementation plan will apply to all aspects of the project including the recruitment of staff and working with businesses and participants. This will include the use of venues which have disabled access, and are safe and well lit. The venues will also be accessible by public transport. Nursery facilities will be present or provided at the time of the course. The courses will be held at times to enable participants with caring responsibilities, such as, avoiding the "school run" and half-term holiday times. The course will also be mindful of those participants with caring responsibilities that might include aged parents As a public authority we have additional duties under the Public Sector Equality Duty.

Please confirm how you will ensure any delivery partners will pass on your sustainability and equal opportunities responsibilities:

Our delivery partners Cornwall Council and Plymouth College of Art have their own sustainability and equal opportunities polices and both institutions are aware of the need to monitor their compliance in respect of the receipt of ERDF/ESF funding. Where the project is utilising the services or using the facilities of smaller organisations, copies of their policies will be requested and filled for future reference. At the commencement of the project those staff and partners staff involved in the delivery pf the project will be briefed in the nature of the sustainability and equal opportunities.

## 12. Current Workforce Baseline data

As part of the requirement of the funding we need to collect some information on your employees, this is all anonymous data.

Current Full Time Equivalent staff								9.3 FTE		
How many of your current workforce consider themselves to have a disability? This can be a physical disability, a learning difficulty or mental ill-health.								0		
How many of your current workforce fall into each of the following age categories?										
16-24	0	25-29	1	30-34	0	35-39	1	40-44	0	
45-49	4	50-54	1	55-59	5	60-64	2	65+	0	
Prefer not to say	0									
How many of your workforce are male?			5			How many of your workforce are female?			9	
How many of your current workforce consider themselves to fall into the following ethnic groups?										
White			14			Select an option			Click here to enter text.	
Select an option			Click here to enter text.			Select an option			Click here to enter text.	
How many of your current workforce identify as Cornish? (Optional)								Click here to enter text.		

## F. Financial details

### 13. Financial Details

You will not receive your grant until **AFTER** you have paid the total costs of your project and your claim is approved

Are you applying for Gross or Net costs?	Gross	If you are VAT registered and are unable to recover your VAT, please explain why <i>NB please include a letter from your accountant or from HMRC to evidence this.</i>	818323925
Do you have sufficient funds to cover the project funding requirement?	Yes	Final Financial claim submission date	Click here to enter text.
If your accounts show a significant growth or decline in the last few years please provide an explanation. If you are in decline, what is the impact of those losses on your organisation?	"The Town Council did in the last few years conduct a refurbishment of our Public Hall. This was the largest investment in the building since the mid-1990's. This will result in the relevant year being significantly higher than a normal years expenditure.		

Please provide any additional information you would like to include about the financial position of your organisation.	Cornwall Council are confirmation from their specialist VAT advisor on their option to tax on the relevant part of the site the implications of that on the Town Council.
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## G. Other Funding / Projects you have

### 14. Previous Grant Funding Received

Has the business/organisation received any public sector funds or support in the last 3 years?

Date of Funding Award	Source of Funding	Description of the Expenditure/ Activity	Date when the grant was paid	Value of Grant Claimed/Paid £
May 2017	Locality – British Government	Neighbourhood Plan preparation grant	May 2017	£4,900
May 2018?	Cultivator – ERDF  ESF	Cultivator business project Phase 1 – Training and support delivered to the two values – No grant paid. Cultivator have supplied letters to the effect that we need to declare the training and support received against any public sector funds received in the next 3 years.	No grant paid	£1,512 ERDF  £1,008 ESF
March 2018	Cornwall Local Enterprise Partnership	Agri-hub Employment land and premises demand assessment	March 2018	£5,000
March 2016	WRAP – British Government	Rural Community Energy Programme – consultancy to assess sustainable energy options for council and partner buildings – PV installed	March 2016	£9,700
June 2018	FEAST (Funded by ACE)	LISKEARD UNLOCKED – “HATS OFF TO LISKEARD WOMEN WORKERS” project – Part of the National Heritage Open Days - A project to engage more people in heritage by learning about the history of women in the town who ran businesses.	June & Dec 2018	£1,000

If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty	All details above are correct <input checked="" type="checkbox"/>
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### 15. Other Current Projects

Please provide details of any other projects/ applications that you are wishing to apply for to any other funder or CLLD before this project will be completed

Type of Funding	Organisation	Timescale	Value of funding required	Project description	Progress update on application/project

None	Click here to enter text.	Click here to enter text.			
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
If all details above are correct please tick here, if not please amend where necessary above and leave the tick box empty				All details above are correct <input checked="" type="checkbox"/>	

## H. Applicant Declarations

Please tick to show your confirmation	
<input checked="" type="checkbox"/>	I declare that I have the authority to represent the above named organisation in making this application.
<input checked="" type="checkbox"/>	I understand that acceptance of this application does not in any way signify that the project is eligible for ERDF or ESF funding support or that ERDF/ESF funding has been approved towards it.
<input type="checkbox"/>	On behalf of the above named organisation I confirm: <ul style="list-style-type: none"> <li>• That the information provided in this application is accurate.</li> <li>• I am not aware of any relevant information, which has not been included in the application, but which if included is likely to affect the decision whether to endorse the application.</li> </ul>
<input type="checkbox"/>	If you have supplied personal information relating to third parties (e.g. delivery partners) as part of your application, you must ensure that you inform those third parties about how you use this information and inform them that this information will be passed to and processed by us as set out in this policy.
<input type="checkbox"/>	I/we understand that neither the decision makers nor any of its representatives or partners is liable for any expense incurred by me/us in the making of this Application.
<input type="checkbox"/>	I/we confirm that the project has not started and will not start until such time as an Offer Letter is received.
<input type="checkbox"/>	I/we confirm that the applicant business/organisation complies with all relevant UK and EU legislation.

<input type="checkbox"/>	I/we understand that the investment to which this Application relates will not be progressed if any aspect of the Application is deemed to be ineligible.
<input type="checkbox"/>	I confirm that the quotations provided are compliant with my specification
<input type="checkbox"/>	I confirm that my organisation has no relationship or conflict of interest with the chosen preferred suppliers
<input type="checkbox"/>	<p>No orders should be placed with these suppliers before you have been informed by CDC that you have been awarded a Grant.</p> <ul style="list-style-type: none"> <li>* The suppliers listed will be detailed in your Offer Letter (the contract offering you the Grant) if awarded a Grant.</li> <li>* Paid invoices from these suppliers are the only expenditure that will be considered eligible for any grant to be paid against.</li> <li>* ONLY IN EXCEPTIONAL CIRCUMSTANCES can changes to these suppliers be made WITH THE PRIOR PERMISSION OF CDC.</li> <li>* In no circumstances should any payment be made to an alternative supplier without CDC's permission; any expenditure incurred before permission is granted by CDC may be considered ineligible and will not qualify for any grant.</li> </ul> <p><b>I have read and understood the above conditions and confirm that all information on this form is correct.</b></p>

### Important Information

- You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.
- If you knowingly or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by the UK Government/ EU. By submitting this form you are confirming that you have read and agree with the above declarations and you consent to us processing the information that we collect from you in accordance with our Privacy Policy.

### Privacy Information

- CDC will hold the information that you provide to us confidentially and we will share certain elements of this information with the relevant Local Action Group(s)/CLLD Executive Group(s) and with other support service providers (as appropriate to your needs). Your information will be collected, processed and held securely in accordance with the Data Protection legislation and the General Data Protection Regulation (GDPR) and any other directly applicable European legislation relating to privacy. Our privacy statement is on our website [www.communityledcornwall.co.uk](http://www.communityledcornwall.co.uk) or can be supplied by email or post if requested.
- We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.
- We will use the information you provide to administer, process and assess your application for funding under the CLLD Programme and to administer any funding if your application is successful. We may publish details about this application on our website (this may include all or some of the project and applicant details).

- Information you provide may also be shared with other government departments, agencies and third parties appointed in connection with the administration of the CLLD Programme. Such organisations may use this information to contact you for occasional customer research aimed at improving the delivery of this programme.

- Your information may also be shared with other government departments and agencies for the purpose of fraud prevention. The application and evaluation of grant funding is also subject to audit and review by both internal and external auditors who may need to access the information you submit in your application.

- You may be asked to supply some sensitive personal data as part of your application such as information about racial or ethnic origin, political opinion, religious beliefs, trade union membership, physical or mental health, criminal offences or proceedings. We will only use this information for the purpose of processing your application and for statistical analysis. If it is shared with other government bodies for the purpose of statistical analysis, it will be shared on an anonymised basis.

We will not hold your information for longer than is necessary. We will hold the majority of your information for three years after the programme closure in December 2033 as this is a requirement we have with our Managing Authorities, unless we have a legitimate reason to hold this for longer, for instance in defending any legal proceedings brought by any person or body in relation to your application or any funding we have provided, or as required by law or any relevant code of practice. All personal information held by the CLLD Programme is held safely in a secure environment.

<b>Full Printed Name</b>	Stephen Ronald Vinson
<b>Position</b>	Town Clerk
<b>Date</b>	
<b>Signature</b>	Click here to enter text.

## **I. Additional Documents checklist**

## Supporting documents to be submitted with your application:

<b>CLLD FA2 Full Application Appendices</b>	Choose an option
<b>Most recent bank statement</b>	Included
<b>Evidence of your ability to cash flow the total project cost if not reflected in your bank statement</b>	Included
<b>Full set of final audited accounts for the last 2 years</b>	Included
<b>Management accounts if the last financial year's annual accounts are more than 6 months old</b>	Included
<b>If you are unable to recover VAT, evidence of this from your accountant / HMRC</b>	Not applicable
<b>A copy of a personal credit check for sole traders and Partnerships</b>	Not applicable
<b>A copy of your business plan</b>	Choose an option
<b>Evidence of your match funding (letters from funders etc)</b>	Choose an option
<b>Procurement evidence – quotes, screenshots, tender documents etc</b>	Choose an option
<b>Copies of any permissions/licences</b>	Choose an option
<b>Consent from landlord to carry out works</b>	Choose an option
<b>Copy of lease and landlord consent</b>	Choose an option
<b>Letters of support</b>	Choose an option
<b>Job Descriptions for any roles funded through this project</b>	Choose an option
<b>Any SLA's with delivery partners</b>	Choose an option
<b>Policies and implementation plans Gender Equality and Equal Opportunities; Sustainable Development; GDPR; Anti-fraud; Sustainable Development Implementation plan (ESF only)</b>	Choose an option
<b>Governance documents for non-limited companies</b>	Not applicable

### Use the space below to provide any further information necessary:

Click here to enter text.