



Working in
partnership with

HS2



PLEASE NOTE THAT YOU SHOULD NOT COMPLETE AND SEND US THIS FORM TO REQUEST FUNDING. IN ORDER TO APPLY PLEASE COMPLETE THE ELIGIBILITY CHECKER (<https://hs2funds.org.uk/home/business-local-economy-fund/>) AND IF YOU ARE ELIGIBLE YOU WILL BE DIRECTED TO COMPLETE THIS APPLICATION FORM THROUGH OUR ONLINE SYSTEM.

BUSINESS & LOCAL ECONOMY FUND (BLEF)

BLEF - STAGE 1

APPLICATION FORM & HELP NOTES

COMPLETING THIS FORM

Please complete and submit this BLEF Stage 1 Application form if you are wishing to apply for funds from **BLEF for between £75,001 and £250,000**. Your Stage 1 Application Form will be assessed and if successful you will be invited to complete the Stage 2 Application Form. Please note, being invited to complete a Stage 2 Application Form is NOT a guarantee that your project will be granted funding. This can only be decided after the full application and all supporting documentation has been appraised.

Before completing this application form you must read the **BLEF Guidance Notes and FAQs** which can be found [here](#). Please also refer the Help Notes in this document to guide you through each question. You must answer every question to provide us with sufficient information to establish if your project is eligible for grant funding. If you do not read the **Guidance and FAQs** your application has a greater chance of not being successful in being invited to the next stage.

Additional guidance, which can be found [here](#), has also been created with examples of the types of activities that can be funded through BLEF.

Please note, BLEF cannot support an individual organisation/business. BLEF funds are for projects that benefit a cohort of businesses and the economy across a defined, disrupted local area. If you are unsure whether your project is a BLEF project please contact Groundwork UK before starting your application form.

For further help on filling out this form, please contact Groundwork UK by email HS2funds@groundwork.org.uk We can also arrange to contact you by telephone.

Alternative and Accessible Formats

Sometimes there are particular reasons why people find it difficult to apply for funding or access our services. If you experience or anticipate any barriers with our application process, require help to make an application, or accessing our services and information, please contact Groundwork UK to discuss the type of support we can provide. We can be contacted by email at hs2Funds@groundwork.org.uk

APPLYING ONLINE

When you're working on your application online it's useful to remember:

- You can fill in your application in one go or work on it at different times, but you will only be able to submit your application when all of the sections are complete.
- If you have your application form open on your computer, but do not work on it for 2 hours, you will automatically be logged out of our online system. Any work that you haven't saved by then will be lost. Please save your work regularly.

Have you got everything you need to complete your application form?

- Your organisation's contact details and information
- Your organisation's governing document e.g. Constitution, Memorandum and Articles of Association
- Your written project proposal, including evidence of demand for your project
- Your project location and postcode
- Your Project Budget
- Evidence of security of tenure for your project site (freehold or leasehold document)

SECTION 1: ABOUT YOUR FUNDING

Organisations that have previously received a CEF or BLEF award are eligible to apply again. However in the interest of ensuring that there is a fair and inclusive spread of funding across the route, subsequent applications will be deemed a low priority. If you have not received funding from CEF or BLEF previously, it is therefore important that the project you are submitting is your priority project. Please choose one of the following statements:

<input type="checkbox"/>	No – This is my organisation's priority project.
<input type="checkbox"/>	Yes – You must contact Groundwork UK before starting this application.

You will also be asked to confirm that you have read the funds current priorities which can be found here [Fund Priorities](#).

SECTION 2: ABOUT YOUR ORGANISATION

- **What is the name of your organisation (as it appears on your governing document)?**
- **Please upload a copy of your organisation's governance document.**
- **Safeguarding Policy.** If your organisation works with children, young people or vulnerable adults please upload a copy of your Safeguarding Policy.
- **How long has your organisation been in existence?**
- **What is the nature of your organisation? (Select one)**

Voluntary/Community Group
Registered Charity
Religious Organisation
Voluntary Aided, Controlled or Independent School
Foundation School, College or Academy
Institute of Further or Higher education
Company Limited by Guarantee (see section 2 of the Guidance)
Community Interest Company, <u>Limited by Guarantee only</u> (see section 2 of the Guidance)
Parish/Town/Community Council
Social Enterprise
Community Amateur Sports Club
Industrial Provident Society
Local Authority
Housing or Residents Association
Other

Notes for Community Interest Companies (CICs) and Companies Limited by Guarantee.

Your company must have been operating for a minimum of 2 years and submitted at least their first set of accounts to Companies House.

Please note, Companies limited by guarantee and CICs limited by guarantee should review the Companies House [website](#) to check whether their company lists any directors as having significant control. To be eligible for funding, no person with significant control can hold more than 50% of the voting rights, hold more than 50% of the shares, or have the right to appoint or remove the majority of the board of directors (or trustees).

If Companies House lists any other reason for significant control and/or influence you should contact Groundwork UK before starting an application to check whether your organisation is eligible to apply.

- **If you have selected 'other', please describe below the nature of your organisation.**
- **If you are a charity, what is your Charity Registration Number?**
- **If you are a company, what is your Company Registration Number?**

If you are an organisation registered on Companies House and/or the Charity Commission website your accounts must be up to date on these websites.

The organisation name on your accounts must be the same organisation name as your governing document and the same organisation name that you enter on your application form.

- **Does your organisation have public liability insurance?**

Public liability insurance covers any award of damages given to a member of the public because of an injury or damage to their property when visiting your project site. It also covers any related legal fees, costs and expenses.

If you own or hold a formal lease on the site of your proposed project we require you to hold public liability insurance cover for the site. If another body owns or leases the site (and you are delivering your project with their permission) we expect them to maintain public liability insurance cover for the site.

- **Number of people on your Governing body / Committee / Management Board.**

To be eligible to apply, you must have at least 3 unrelated or non-cohabiting members of your committee. For charities this would be trustees, for community interest companies this would be directors.

- **Number of Volunteers.**

- **Number of Paid Staff.**

ANNUAL ACCOUNT INFORMATION

- **Please upload a copy of your organisation's most recent accounts. The organisation name on your application must be the same name as on your accounts and governing document.**

Please provide the following details from your most recent annual accounts:

- **Account year ending.**
- **Total (Gross) Annual Income (£).**
- **Total Annual Expenditure (£).**
- **Balance at Year End (£).**
- **Savings (Including Reserves, Cash, Investments) (£).**
- **If your Savings are more than your Total Annual Expenditure what are they for?**
Word Count 100
- **If your accounts are showing a deficit or net current liabilities, please provide a brief explanation.**

PROJECT CONTACT DETAILS

Both contacts must be from the organisation.

The lead contact should be a senior contact from your organisation (for example Director, CEO, Treasurer, Company Secretary). The Lead contact should be able to talk about your project and provide further information if required. It is very important that you provide the correct email address and daytime phone number so that we can communicate updates and decisions on your application. If your application is successful, the grant offer will be emailed to the Lead Applicant. They will be responsible for sending us

all updates and monitoring information through the period of your project and when your project has ended. If your contacts change throughout the lifetime of the project it is your responsibility to confirm any changes, we will not be able to discuss the application with anyone who is not a named contact on the application form.

One of your contacts must be a bank signatory. The exception to this is Local Authorities (county councils, metropolitan district councils, unitary authorities, district council and the London boroughs), other public sector statutory bodies (parish and town councils) and institutes of further and higher education.

Please make sure that you have at least one additional contact that can be responsible in the event of the Lead Applicant's absence. This contact should also be a senior contact for your organisation, for example, Director, CEO, Treasurer, Company Secretary. By entering their details you are confirming that you have fully briefed them about your project and have their permission to include their details.

Your contacts should not be from the same household or related.

Please let us know if either of the contacts have any particular communication needs. We intend to use email as our main means of communication for environmental reasons. If this will cause problems for you please ensure you let us know your preferred alternative. Groundwork UK is an environmental charity and we aim to save paper wherever possible, so it is very important that your email addresses are correct and the email account is active and checked regularly.

- **Who is the main contact for this application?**
- **Who is the secondary contact for this application?**
- **Please confirm which contact is one of your bank signatories.**

SECTION 3: ABOUT YOUR PROJECT

Please note, Stage 1 Applications are for capital projects only.

- **Please upload a copy of your freehold or leasehold document to evidence that your organisation has security of tenure (see section 3.4 of the Guidance).**
- **If you do not currently have a copy of your freehold or leasehold document, please explain why this is not available.**
- **If you do not have a copy of your freehold or leasehold document when do you expect to have this available?**
By submitting a Stage 1 Application you are confirming that your security of tenure meets/will meet the programme criteria identified in section 3.4 of the BLEF Guidance & FAQs document.
- **Project Title**
If you use any abbreviations, tell us what they stand for. You do not need to include your organisation name in the title of your project.
- **Project Start Date and End Date**
Please give us an indication of estimated dates of when your project might start and finish. Please ensure the timescales of the full application process are considered. The full process could take approximately 12 months for a decision (please see section 1.5 of the guidance).

Please note work should be able to start within 6 months of an award being received and all capital work completed within 2 years.

• **Please confirm which Region your project will take place in: (Select one)**

- Phase One - Greater London.
- Phase One - West Midlands (Birmingham, Solihull, Coventry).
- Phase One - Central (Staffordshire, Warwickshire, Buckinghamshire, Northamptonshire, Oxfordshire and Hertfordshire).

• **Please provide the full address (inc postcode) of the main site or venue where your proposed project will take place. If there is no postcode for the site, please provide the postcode of the nearest building.**

• **How many kilometres from the nearest point of the HS2 route or off route related work sites, will the project be taking place? (Select one)**

If your project takes place across a large site or multiple sites or venues, you should use the point of the project site closest to the HS2 route

Less Than a Kilometre (0.6 miles)	
1-2 Kilometres (0.6 - 1.2 miles)	
2-3 Kilometres (1.2 - 1.9 miles)	
3-4 Kilometres (1.9 - 2.5 miles)	
4-5 Kilometres (2.5 - 3.1 miles)	
More Than 5 Kilometres (More Than 3.1 miles)	

• **Please describe your project:**

- Include details of the capital work that is included and what your completed project will deliver. The project description should be clear and concise and contain relevant information to give a good understanding of your project and what you hope to achieve.

Word Count 750

• **Please confirm that your project will meet the BLEF Primary outcome below.**

To provide benefits to businesses disrupted by the construction of HS2.

• **Why is the project needed by the local business community?**

Why is the project needed by the local business community? How are local businesses disrupted by the construction of HS2? What support does the project have from the local business community, other businesses and other bodies (for example the local authority, chamber of commerce, LEP etc)?

Word Count 750

• **Please describe the consultation that has taken place in developing the proposal to date to inform the basis of the project.**

How have local businesses been involved in the project's development? Please describe any consultation that has recently taken place, detail who you have consulted and explain how you have targeted consultation at the disrupted business communities that will benefit from the project. Please detail how you have asked for their views and include an overview of any results to evidence need for the project. Please also outline any future plans for further consultation moving forward should your Stage 1 Application be successful.

Word Count 300

• **How will your project benefit the local business community along the route? Please confirm which business communities will benefit from the project?**

Please confirm which business community/communities along the route will benefit from the project and detail how they will benefit from the project. You should name each business community that will benefit from the project.

Word Count 500

- **How many businesses will benefit in total from the completed project?**

Please provide an estimate of how many businesses will benefit from the completed project.

Please note, it is important that you identify individual businesses and not attendances. For instance, if one business attends 5 workshops in your business beneficiary number they should be counted as 1 and not 5. Alternatively, you could identify that your project will benefit X number of businesses, but that you estimate that X% of these will be the same businesses.

Word Count 300

- **Please explain how you have estimated your total business beneficiary figure.**

Word Count 300

- **Please estimate how many of these business beneficiaries are from communities disrupted by the construction of HS2?**

The funds are targeted at businesses disrupted by the construction of HS2. Please provide an estimate of how many businesses from disrupted communities will benefit from the completed project.

If your project will also benefit businesses who are not disrupted by the construction of HS2, please note that the % of funding from BLEF towards your project total should be proportional to the % of businesses beneficiaries experiencing disruption.

- **How are the business communities that will benefit from the project disrupted by the construction of HS2?**

The application needs to demonstrate how the project addresses the level of disruption from construction of HS2? How will local economic activity be maintained or enhanced through the project? What are the proposed outputs/outcomes of your project?

- Effects which have been recognised within Environmental Statements, but which have not been addressed through formal mitigation. All applications must be able to evidence this type of disruption.
- Perceived disruption not identified within the Environmental Statements - this could include a range of community and local economy effects, and anything unforeseen which may emerge through the course of the construction period.

Funds are prioritised for projects that are closest to the route and the most disrupted by construction. Capital work must primarily benefit disrupted communities and also be in a disrupted location that does not exceed 5km from the construction route. Applications for capital work in locations further than 5km are unlikely to be funded.

It is important that you read the Environmental Statement(s) that cover the project area(s) and use the information contained within these to evidence the level of disruption in your application. Links to the HS2 Environmental Statements and subsequent Additional Provisions can be found by visiting the following websites:

- HS2 London to the West Midlands Environmental Statement;
<https://www.gov.uk/government/collections/hs2-phase-one-environmental-statement-documents>
- HS2 London to the West Midlands Additional Provisions;

<https://www.gov.uk/government/collections/additional-provisions-for-the-high-speed-rail-london-to-west-midlands-bill>

Additional information on what construction work is happening in your area can be found on the HS2 local community webpages <https://www.hs2.org.uk/in-your-area/local-community-webpages/> There is also an interactive map which shows what current and upcoming works are being carried which can be found here <https://www.hs2.org.uk/in-your-area/map/#7/52.4530/-1.4880/filter=hs2-stations,hs2-network>

Please speak to Groundwork UK or HS2 Ltd if you have any difficulties in navigating these documents.

Your project should be targeting and primarily benefiting disrupted local economies and businesses. If your project will also benefit businesses or economies who are not disrupted by the construction of HS2, please note that the % of funding from BLEF towards your project total should be proportional to the % of businesses beneficiaries experiencing disruption.

Word Count 300

- **Are there any partners working with you on this project? If yes, please also outline the partnership working arrangements for both the application process and the initial stages of delivery if your project is successful?**

For partnerships, a 'lead organisation' should submit the application to us on behalf of the partnership. This should be the organisation that will co-ordinate, manage and deliver the project as well as manage all the financial implications. The lead organisation must meet our eligibility requirements for the programme.

Partners cannot benefit from more than 40% of the BLEF funds being requested. For a partner to benefit financially from BLEF funds they must also meet our eligibility criteria. Organisations that are not fully eligible can usually be involved in the partnership but cannot directly benefit from the BLEF funding provided.

Word Count 300

- **Can you identify how the project will aim to be sustainable following completion of the BLEF project?**

How will the project be sustainable? If a capital project, will sufficient revenue be generated to keep the facility running and well-maintained for years to come (e.g. setting up a long term replacement fund) and who will be responsible for its long term operation and maintenance? If it is a revenue project, how will the local economy perform once it has finished.

Word Count 300

- **Has your organisation had any previous communication/engagement with HS2 Ltd (or contractors/suppliers links to HS2) or the Department for Transport in relation to the High Speed Two project?**

- **If yes, please provide details.**

Please detail any engagement here. The response to this question will not be taken into account during assessment but is useful for us to understand if you have had any contact or communication with HS2 Ltd to date.

Word Count 300

- **Is there any further information you wish to provide in support of your project?**

Please use this section of the application form to provide is with any further information that you think will be useful in supporting your application.

Word Count 300

SECTION 4: FINANCE - YOUR PROJECT BUDGET

- **Total cost of your Project? (£)**
Please tell us here what the total cost of your project will be. This figure should include any match funding that may be required.
- **Amount being requested from BLEF? (£). Please note, the amount requested from BLEF cannot exceed £250,000.**
Please note that the minimum amount of funding you can request using this Stage 1 Application Form is £100,001 and the maximum is £250,000. If you are looking for funding of £100,000 or under from the Business and Local Economy Fund please re-complete the eligibility quiz on the website to access the relevant application form.
- **Please upload a budget for your project. Each budget line must show how much is being requested from BLEF, how much is being funded through match funding and the total cost. Please see section 3 for further information on your budget.**
Please use the attached format for your budget <https://hs2funds.org.uk/cef-blef-stage-1-project-budget-form/>
- **Is your organisation able to reclaim VAT?**
If your group is registered for VAT, your expenditure figures should not include VAT that you can claim back (often called recoverable VAT). If you're not registered for VAT your costs should include VAT. Any VAT that you expect to incur but can't claim back (irrecoverable VAT) should be in your expenditure breakdown. Information about VAT is available on the HMRC [website](#)
- **If Yes, please confirm that VAT has not been included in your budget breakdown.**
- **If you are VAT registered, what is your VAT Registration Number?**
- **If No, please confirm that you have included VAT in your budget breakdown.**
- **If your project includes match funding please confirm if this secured funding and who the funder is.**
Potential sources of match funding contributions include both cash and non-cash (also known as In Kind). For more information about match funding contributions, please see section 3.7 of the BLEF Guidance & FAQ document.

Please outline any funding that you have applied for or have secured towards the project, who it is from and if there are any restrictions on the funding in terms of what it can be spent on or related to project timings

Word Count 300

SECTION 5: OTHER INFORMATION & DECLARATIONS

- **Freedom of Information**

As HS2 Ltd is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- grant applicants
- grant holders

- contractors
- people making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will release it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

Please tick the box above to confirm your understanding of Freedom of Information.

- **Data Protection**

As HS2 Ltd is a Public Body, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act. We will use the information you give us on the application form and in supporting documents for:

- assessing applications
- monitoring grants
- evaluating the way our funding programmes work and the effect they have
- reporting statistics to Government

We may also give copies of this information to individuals and organisations such as:

- Accountants, auditors and external evaluators
- Other organisations or groups involved in delivering the project
- Other lottery distributors government departments
- Other organisations and individuals with a legitimate interest in lottery applications and grants
- Other organisations for the prevention and detection of fraud

Groundwork UK and its agents act as scheme administrator and data processor on behalf of HS2 Ltd and will store information you provide on a secure database. We will use the information you give us on the application form and supporting documents during assessment and for the life of any grant we award you, to administer and analyse grants and for our own research. We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work and the effect they have. These organisations may include accountants, external evaluators and other organisations. We may share information with HS2 Ltd, Government departments, and other organisations with an interest in the programme. If successful, all bank account details information and bank signatories data provided by you will be stored on our secure system and is for our internal due diligence checks only, and will not be shared with any other parties.

Please tick the box above to confirm your understanding of Data Protection.

- **Counterfraud**

HS2 Ltd takes its role in preventing and detecting fraud very seriously and we take a zero tolerance approach to those who seek to commit an act of fraud or corruption or bribery against us.

We might use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit card reference or fraud prevention agency, which may keep a record of that information. It is the responsibility of the organisation applying to ensure all information contained in the application is accurate. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will use fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must inform all Directors, Trustees and Committee members of this notice.

We investigate all allegations of fraud in accordance with our Counter Fraud Strategy which includes both criminal and civil prosecutions.

Please tick the box above to confirm your understanding of Counterfraud.

I, as the applicant, declare that I have read and understood the Guidance, FAQs and used the Help Notes to complete this Application Form.

I declare that the information given in this Application Form is true and accurate to the best of my knowledge and belief.

By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.

I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.

Print Name: _____

Position in Group: _____

Your contact should be a senior contact from your organisation (for example Director, CEO, Treasurer, Company Secretary).

SECTION 6: FEEDBACK

- **Where did you hear about the fund?**

Contractor	
Parish Council	
Local Authority	
Another organisation	

Funding Fair / Event	
Groundwork UK website	
HS2 Community Engagement Team	
Hs2 Website / Common Place	
Member of Parliament	
Social media (Twitter, Facebook etc.)	
Other	
If you selected other, please provide details below	