



## Commercial in Confidence Request for Support from Cornwall and Isles of Scilly LEP

**Please note letters of support cannot be provided if your organisation is tendering for work nor can they be provided to support planning applications.**

### About the LEP

Thank you for your interest in the Cornwall and Isles of Scilly Local Enterprise Partnership (LEP).

The LEP is a partnership between the private and public sectors in Cornwall and the Isles of Scilly, established to provide the clear vision and strategic leadership to drive private sector led growth and job creation throughout the area, engaging and empowering the private sector to play a key role.

The Board have agreed to work to the Nolan principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership) and to accept the following values, relevant to requests for support:

#### 1. **Putting the whole of Cornwall and the Isles of Scilly first**

The LEP will be looking for the best projects that will have the maximum impact for all of the area rather than spreading its resources thinly by supporting all projects in all locations.

#### 2. **Evidence based**

Proposals will need to be based on evidence with key milestones and targets. The LEP can only support projects that have a strong business case.

**Please note: any information provided in this form will be seen by Board members or the LEP executive team on the understanding that it will remain confidential. If you do not wish your information to be seen by specific Board Directors or officers, please state this overleaf.**

#### 3. **Independent**

The LEP is a private sector led independent organisation that is a not for profit company limited by guarantee. It drives its own agenda and makes its own decisions as an independent body.

**If you are seeking a letter of support to accompany a funding application, please ensure you answer question 3b) so your request can be handled efficiently.**

**Application for Support**

**Please use no more than 100 words to answer each question**

**1 Circulation of This Form**

Please state if there is anyone (Board director or officer) whom you would prefer not to receive this completed form

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**2 About the Project**

a) Name of Project

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b) Brief Description of Project

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c) What will the project achieve? (Please quantify the results e.g. details of jobs created, businesses supported, income generated)

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.....

d) Who will the project help?

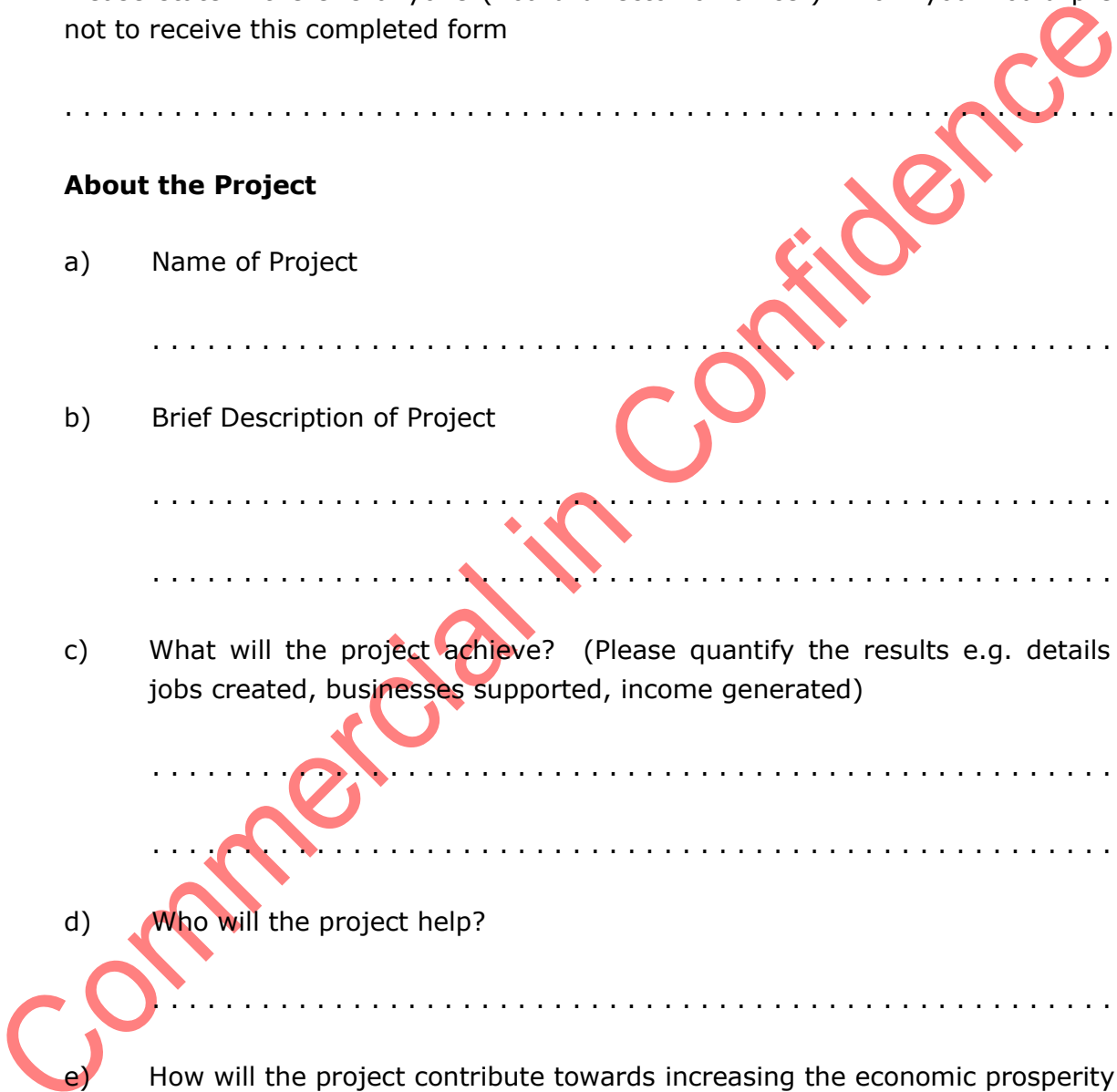
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e) How will the project contribute towards increasing the economic prosperity of Cornwall and the Isles of Scilly. For more information on the LEP, visit [www.cioslep.com](http://www.cioslep.com)

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f) Are other partners involved in this project? – if yes, please give details

.....



g) Please give details of the financial return on this project and any financial risks?

.....

h) Has this project run before? If yes, please provide details of the impact the project has had and the rationale for continuing with it?

.....

i) How is this project sustainable? Please give an indication of your 5 year plan

.....

j) Reason for the request: ie Stipulation from Grant Funder that your proposed application aligns with the Strategic Economic Plan

.....

**3 Funding required (if you are applying to an external organisation for a grant)**

a) Please give details of the fund(s) you are applying for:

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b) Please state if this fund(s) is a national funding scheme (e.g RGF) or a Cornwall based funding scheme (e.g. convergence).

***Please note this is important since it will determine how your request is handled – see 6 below***

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c) Does this fund welcome applications from other bidders in Cornwall and the Isles of Scilly?

.....

d) Please state amount you are asking for, the amount of match funding you have in place with the source of this identified and the total value of the project

.....

e) Please state the accountable body for these funds

.....

**4 About your Organisation**

a) Please give a brief outline of your organisation (50 words)

.....  
.....

b) Key contact details

Name: .....

Position: .....

Company Name: .....

Address: .....

Email .....

Telephone number: .....

**5 Your Request**

a) What are you looking for from the LEP?

Letter of Support

Other

(please outline below)

.....

b) When do you need this by? (If there is a pressing deadline, please give details)

.....

c) If your request is for a letter of support, could you please provide a short narrative regarding "key points" to be covered.

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Please email or post this form to:

**Carol Bransgrove, Executive and Governance Manager, Cornwall and Isles of Scilly Local Enterprise Partnership, PO Box 723, Pydar House, Pydar Street, Truro, TR1 1XU or email [info@cioslep.com](mailto:info@cioslep.com)**

## **6 What Happens Next**

If your project is seeking a letter of support to accompany a funding application where the funding is part of a **local Cornwall programme** (e.g. convergence), the LEP Executive Team will consider your project in the context of its fit with the LEP strategy and if appropriate, will provide you with a supportive statement. This statement will carry the caveat that support at this early stage will not bind the LEP to approve the project when and if an application is submitted to a funding scheme where the LEP is part of the decision making process. In providing a supportive statement the LEP is not making a financial commitment to your project.

If your project is seeking a letter of support to accompany a funding application where the funder is a **national organisation**, then this form will be circulated to the LEP Board directors in advance of their next meeting or if timing does not permit that, will be circulated virtually for their comments. If Board directors agree to support the project, a letter of support will be issued. Given that LEP Board Directors will not have seen a fully worked up business plan, the letter of support, if given, will be caveated to indicate support in principle.

Any letters of support will be given on the basis of the project's fit with the LEP strategies rather than an endorsement of the project or a financial commitment.

On receipt of this form, you will receive an acknowledgement with an indication of when we will be able to give you a decision.

Signed ..... Date .....

**FOR OFFICE USE ONLY**

<b>Decision</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Comments/Conditions</b>	

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