



# UK Shared Prosperity Fund

# Application

# Guidance

V2.0

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## About the Application and Form

The information you provide us with through the CloS SPF application form, alongside the associated documents you need to provide, will be used to appraise your proposal. Information that is missing will result in lower scoring of your application or possibly immediate rejection. Please aim to provide honest and comprehensive information about your organisation, project partners/stakeholders, spend, income, activities to be delivered and outputs/outcomes to be achieved.

The information you provide in your application form will form part of the funding agreement if your application is successful. Please be mindful that you must present realistic and achievable information.

As you progress through the form you will find that your answers to previous questions automatically fill fields further on. It is therefore advised that you complete the application in order and avoid jumping forward and leaving out sections.

If your entry exceeds the allowed word count for any question the field will turn orange. Please reduce your word count if this happens or your response will not be read and scored.

### Important

**The application form provided on the Good Growth website is for information only and includes ALL of the questions required for the entire programme, however, each invitation to bid will have its own application form, sent to potential applicants via email, which will be amended as per each opportunity.**

## Gateway

The gateway criteria have been established as a simple pass/fail assessment of whether a project should proceed to appraisal.

You must be eligible to receive SPF funding in Cornwall and the Isles of Scilly. Any organisation with legal status in the UK can receive funding, including arms-length bodies of government where appropriate. This may include local authorities, public sector organisations, higher and further education institutions, private sector companies, voluntary organisations and registered charities.

To be eligible the proposed project activity must take place within Cornwall and the Isles of Scilly.

All project activities and incurred expenditure must happen between 1 April 2022 and 31 March 2025. The spend deadlines may change for each Invitation to bid.

All applicants must provide a Procurement Policy that complies with SPF procurement guidance.

Over £50,000 Grant Intervention	Up to £50,000 Grant Intervention
Applicants must, as a minimum, pay the Real Living Wage to all employees aged 18 and over (currently £9.90 in regions £11.05 in London)*	Beneficiaries will commit to pay the Real Living Wage to any jobs created as a result of this intervention and for any posts on payroll currently not receiving it by the end of their project. This will be a condition of grant.
Environmental Sustainability Policy to be submitted at time of application	Environmental Sustainability Policy to be submitted by point of final claim submission
Equality and Diversity Policy to be submitted at time of application	Equality and Diversity Policy to be submitted by point of final claim submission

\*This does not apply to apprentices

If you have any concerns about your organisation or project not meeting any points above, please contact the Good Growth Team prior to submitting an application.

## Appraisal

Applications will be appraised based on four key criteria; strategic alignment, good growth principles, deliverability and value for money. Each of the four key criteria will be allocated a percentage weighting relevant to that Invitation to Bid.

Please ensure that you have read and understood the requirements of each Invitation to Bid, the funding agreements and the programme guidance and policies.

If you require the application form in a different format or language, please contact the Good Growth Team.

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## Section 1 – Applicant

Please provide information about the organisation requesting the funding. If the application is from a partnership, you must have one organisation fulfilling the role of Lead Applicant applying on behalf of the partnership, with a partnership agreement in place that specifies the role and responsibilities each partner will fulfil.

A 'due diligence' check will be carried out on the Lead Applicant organisation and we ask for some business background information to enable this.

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## Section 1.B – Stakeholder Organisations

This relates to the involvement of other organisations/partners, which you consider to be financial investors, key stakeholders or delivery partners in the project. A summary for each is provided below to assist in the completion of the table:

### Financial Investor

This is a person or body that is directly investing in the project; usually a body providing match funding. However, it could also be a body that is providing funding towards on-going revenue or complementary capital activity that does not form part of the costs of this application.

### Key Stakeholder

A person or body that has an interest in the successful completion of the project. For example, a strategic partner who is supporting the design and implementation or will be impacted by the end result of the project. They are important to consult with in the planning and implementation of the project.

### Sub-contractor

There is a contractual arrangement following a procurement exercise between the lead partner and an organisation/individual. For example, where a lead partner hires a consultant to deliver part of the project activity. Any sub-contractors involved with your project, will need to have been procured within in accordance with the Good Growth Procurement Guidance.

### Delivery Partner

A delivery partner is an organisation with responsibility for delivering elements of the project's activity. Delivery partners receive funding via the lead partner (i.e., the applicant). A legally binding agreement is required between the lead partner and the delivery partner.

### Strategic Partner

A strategic partner is an organisation involved in overseeing the operation; they may be members of a Steering Group for example. Partners can come from the public, private or voluntary sectors. Strategic partners do not provide match funding, nor do they receive any funds.

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## Section 2 – Project

Please name your project. The project name should be different from the applicant organisation's name. The project location is where the project activity happens. This could be the address of the applicant but doesn't have to be. If there is more than one location, please indicate this here.

You must provide a postcode in Cornwall and the Isles of Scilly for the project activity. If there is more than one location, please select the most central location.

Please confirm project start and end date and provide a description of the project in less than 500 words including:

1. What activities will take place, where and when;
2. Who will deliver the activities;
3. How will the activities be delivered;
4. Who will benefit from the project.

Please explain why SPF funding is required to deliver this activity and when designing your project, what other funding options you have considered.

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## Section 3 – Cashflow

Please present clearly your project's expected expenditure (capital and revenue costs separately) and income, including match funding. All costs must be inclusive of VAT unless you are able to reclaim it from HMRC, in which case VAT should not be included. This might apply to some but not all of your costs depending on your company's VAT status. You will not be able to add VAT elements after your submission.

Please name the type of cost/income you are including where it says "item". Capital expenditure refers to funds used to acquire, build or upgrade physical assets. Such expenditure is usually a one-time large purchase of a fixed asset. Revenue expenditure refers to ongoing operational expenses required in the running of the project.

The Shared Prosperity Fund runs from 01 April 2022 to 31 March 2025. Activity can only be funded during that period unless stated otherwise in the Invitation to Bid.

Organisational overheads may be included but should not exceed 15% of your staffing costs. Please do not create a line for overheads at 15% and then separately list costs that should be included in your overheads, i.e. cost of buildings, HR, Finance support etc.

In the income section, please indicate every match funder, including the lead organisation. The funders and amounts you enter here will be transposed into section 4, where you will be asked for more detail.

The following cannot be included in SPF eligible project expenditure:

- Payments for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of UKSPF funding; or attempting to influence legislative or regulatory action;
- Payments for activities of a party political or exclusively religious nature;
- VAT reclaimable from HMRC;
- Gifts, or payments for gifts or donations;
- Statutory fines, criminal fines or penalties;

- Payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources;
- Contingencies and contingent liabilities;
- Dividends;
- Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company;
- Expenses in respect of litigation, unfair dismissal or other compensation;
- Costs incurred by individuals in setting up and contributing towards private pension schemes,

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## Section 4 – Project Funding

Please explain what would happen to the project without SPF funding and why you have chosen the response you have given.

Please describe which other funding sources you have explored and the outcome.

Please list all partners who input match funding in Section 3 and also ensure that they are included in Section 1.B (Stakeholders).

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## Section 5 – Strategic Alignment

In this describe how your project aligns with both National and Local strategies.

The CloS Good Growth SPF Investment Plan is aligned to and will support the implementation of existing local strategies, including; Cornwall Council’s Business Plan<sup>1</sup>, Council of the Isles of Scilly Corporate Plan <sup>2</sup>, the CloS Local Industrial Strategy<sup>3</sup>, the Employment and Skills Strategy<sup>4</sup>, the CloS Covid19 Recovery plan, the CloS Vision 2030 strategy<sup>5</sup>, Cornwall Council’s Climate Change Action Plan<sup>6</sup>, and Environmental Growth Strategy<sup>7</sup>, 2030 joint CIOs Health and

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1 Cornwall Council Business Plan 2022 to 2026

2 Council Corporate Plan | Council of the ISLES OF SCILLY

3 Local Industrial Strategy - Cornwall and Isles of Scilly Local Enterprise Partnership (cioslep.com)

4 Employment and Skills Board Strategy - Cornwall and Isles of Scilly Local Enterprise Partnership (cioslep.com)

5 cornwall-and-isles-of-scilly-sep.pdf (lepnetwork.net)

6 Our Action Plan - Cornwall Council

7 Environmental Growth Strategy - Cornwall Council

Wellbeing Strategy<sup>8</sup> and the Place Shaping Framework<sup>9</sup> and intentions set out in Vitality of High Streets inquiry<sup>10</sup> and our Rural and Coastal inquiry<sup>11</sup>.

Investment that complements interventions at UK, national or local level is desirable, and alignment to National strategies is important and they can be summarised as follows;

- i. [Levelling Up White Paper](#)
- ii. [Shared Prosperity Fund Prospectus](#)
- iii. [Net Zero Strategy](#)
- iv. [Enabling a Natural Capital Approach \(ENCA\)](#)

Projects may also complement or link to other programmes or projects, and this should be described in this section.

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## Section 5.B – Good Growth Principles

All SPF investments must be made in consideration of the Equality Act 2010. It is mandatory for all applications to assess impact of their project between people who share a protected characteristic and those who do not.

The Good Growth Principles have been designed to ensure that applicants consider the impact their project will have on the environment, people and the economy. The applicable Good Growth Principles will be identified in each Invitation to Bid.

If your project has no impact on a particular Good Growth outcome, select neutral. If there is potential for your project to have a negative impact, please explain how you will mitigate this.

In this section please refer to the Good Growth Policy available on the Good Growth website.

### Equality and Diversity

Provide information about how your project will impact on the nine protected characteristics described in the 2010 Equality Act. Describe ways in which your organisation considers and seeks to improve the impact on the people connected with

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<sup>8</sup> <https://www.cornwall.gov.uk/health-and-social-care/public-health/cornwall-and-isles-of-scilly-joint-health-and-wellbeing-strategy/>

<sup>9</sup> [Place Shaping Framework and Town Regeneration \(cornwall.gov.uk\)](#)

<sup>10</sup> [Vitality of High Streets Inquiry \(cornwall.gov.uk\)](#)

<sup>11</sup> [Economic Vitality of Rural and Coastal Areas Inquiry Final Report.pdf \(cornwall.gov.uk\)](#)

the project. This could include employees, customers, suppliers, and the wider community.

## Good Growth Clean and Green

Describe how your organisation considers its impact on climate change and ways in which you can support a reduction in CO2 emissions through this project to address Cornwall and the Isles of Scilly's ambition to be carbon neutral by 2030.

You could consider;

- Energy demand reduction, energy efficiency and low carbon energy sources (especially opportunities for onsite renewable generation e.g., solar and wind), renewable fuel types, lighting options (LED / movement sensitive), build specifications that go beyond the standard levels e.g., insulation.
- Provision of infrastructure, e.g., EV charging points or building performance monitoring equipment.
- Travel planning to reduce the number of vehicle movements.
- Training / raising awareness amongst staff, participants or beneficiaries about how they can reduce their carbon footprint.
- Consider opportunities for mitigation of negative practices where possible to work towards delivering net zero.

We encourage all applicants to develop capital build projects in line with the Good Growth vision. All organisations proposing capital builds should consider their construction methods and materials, heat and power generation and storage options, transport connections and contribution to biodiversity net gain. The following resources provide valuable guidance:

- [Climate Emergency Development Plan Document \(DPD\)](#) - encourages better development that uses less energy. Developing buildings that survive future climate change and that help protect the planet. This document is currently being reviewed by the Planning Inspectorate.
- BREEAM Standard - : [How BREEAM Works - BRE Group](#)
- RIBA [Sustainable Outcomes Guide](#) (architecture.com)
- [UKGBC Advancing Net Zero Framework](#)

Explain how in designing your project you have considered circular thinking. This could include:

- Reducing waste, consider zero landfill policies, onsite composters;
- Improved resource efficiency, utilising recycled / reuse principles, reduction in use of virgin raw materials;
- Reducing food waste;
- Training of staff;
- Explain how resource efficiency is communicated to your customers. What channels do you give them to improve their own resource efficiency e.g., compostable / recycled packaging.

Describe how your organisation considers its impact on the natural environment and ways in which you can support nature recovery through this project. If your project involves development, then ensure that you build with nature in mind by integrating nature, including through green infrastructure, sustainable drainage and wildlife-friendly features, e.g.:

- Protect and create natural functioning habitats to generate biodiversity gain;
- Provide wildlife corridors (green and blue) to allow wildlife movements;
- Blurred boundary design to patchwork habitats.

If your project involves use of a building or land that is not being developed, still consider how you could enhance it to be more nature-friendly through:

- Installing creature features e.g., bird or bat boxes, insect hotels or bee bricks;
- Creating wildflower meadows;
- Creating a wildlife pond;
- nature-friendly lighting;
- pollinator-friendly mowing regimes;
- Appropriate tree planting;
- stopping the use of artificial pesticides and/or wider land-management improvements.

Your application might include surveys and management plan development for your enterprise premises. [Wildlife Trust guide](#)

The Cornwall and Isles of Scilly Environmental Growth Strategy provides a long term framework, not just to conserve the environment, but to expand natural habitats.

There are 10 pillars for action to provide a foundation for a green recovery, please identify which pillars your project will impact positively:

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- Nature recovery, regeneration and carefully managed and appropriate reintroductions;
- Natural climate solutions;
- Clean air;
- Clean water;
- Marine health;
- Waste and resources;
- Economic and social wellbeing. Green jobs, social prescribing;
- Access to nature;
- Sustainable Food;
- Governance, Leadership and Community.

## Good Growth Business / Economy

All organisations receiving £50,000 or more SPF funding must pay all employees the Real Living Wage. The only exception to this is where employees are on an apprenticeship scheme. Organisations receiving funding below £50,000 will be required to commit to implementing the Real Living Wage by the end of their project. All jobs created through the SPF Programme and claimed as an output must be paid the Real Living Wage.

Business productivity in Cornwall is below the national average, the vision for SPF is that all projects will contribute to improving our current baseline. Consider how your project will contribute to this vision:

- For single business applicants explain how your project will make your business more efficient, for example by increasing turnover, reducing manufacturing times, investing in your workforce e.g. through training and development. Where possible please provide a numerical measure; a simple input over output calculation is sufficient.
- For larger projects supporting multiple businesses explain what improvement your project will have at sector level.

The benefits of SPF should spread further. Through purchasing and procurement activity there is an opportunity to have a wider impact on Good Growth for Cornwall and the Isles of Scilly. Explain how your project procurement will support other local businesses, support nature recovery by avoiding purchasing damaging products,

explain how resource efficiency features in discussions with your suppliers. How have you built circular thinking and CO2 emissions into purchasing and procurement?

## Good Growth Inclusive Growth

Explain how your project will encourage and create healthy lifestyle choices for communities and individuals. This could include:

- Access to green and blue space;
- Healthy food;
- Healthy workplace initiatives;
- Provision of health and wellbeing training;
- Active leisure;
- Active travel;
- Social prescribing.

Provide evidence of the current gender pay gap in your organisation (<https://www.dezeen.com/gender-pay-gap-calculator/> provides an online calculator). Explain what actions your organisation has taken to balance the gender pay gap and what impact your project may have.

The national Employers Skills Survey 2019 showed that 52% of local employers who experienced hard to fill vacancies cited a lack of basic skills compared with 36% across England. Explain how your project can help to address the low levels of numeracy across Cornwall and Isles of Scilly. This could include:

- Supporting specific numeracy skills required in the workplace, with employers committing to offer career progression conversations for those achieving a qualification / completing a course with local training providers.
- Promoting a range of courses for parents of primary, secondary and further education students to support them with understanding curriculum content, preparing for exams, assist with homework, understanding school reports and Parent Evening feedback.
- Working in partnership with community organisations and other partners, to engage the hardest to reach learners – for example, those not in the labour market or other groups identified locally as in need.
- Providing numeracy champions within communities to increase access to the Multiply programme.

Give examples of any adjustments that your business has made to facilitate the recruitment and / or retention of individuals who have disclosed a disability and / or

long-term health condition. This may include issues around mental health or SEND particularly spectrum disorders or dyslexia.

What changes have you implemented to make your organisation more inclusive, or to attract and retain a more diverse workforce? E.g., Changes in recruitment practices, new policies around health and wellbeing, flexi working, maternity and family friendly provision etc.

Explain how your project could support the aging population to remain economically active or support the young to become economically active. Will your project support young entrepreneurs and assist individuals with complex barriers to employment?

SPF forms part of the Government's implementation of the Levelling Up strategy. Within Cornwall and Isles of Scilly there are disparities between geographical areas and communities. Explain how your project can help to address these inequalities and support our less prosperous areas.

How will your project engage with the community in Cornwall and Isles of Scilly? This could include:

- Local decision-making boards;
- Consultation;
- Providing champions within communities to address specific issues e.g., a digital champion;
- Training for community organisations.

Does your project have a positive impact on children and promote and uphold children's rights under UNCRC

[https://www.unicef.org.uk/wp-content/uploads/2010/05/UNCRC\\_summary-1.pdf](https://www.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_summary-1.pdf)

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## Section 6 – Deliverability

We need to know that the project as described is deliverable and has a good chance of success. Please provide a summary of how the project will be delivered and confirm and provide details of your capacity and capability.

It is important that you have robust processes especially around project finance that allow you to submit claims that only include eligible project costs. Please describe how you will approach this.

We also need to know what your governance structure is and how you manage the project. Please detail how you will measure progress, manage risk and deal with issues arising. Don't forget to outline your management and governance structure in terms of who is involved and frequency.

If you have previously delivered similar activity, especially any activity that was publicly funded, please describe what went well and what you have learnt.

For capital projects, information is required with regard to consents and permissions (e.g. planning approval or building regulations). Is the project in ownership of the delivery organisations or are the relevant approval in place for the project to commence.

A separate section "6.1 Delivery Milestones" is provided. Please list the key delivery milestones for your project. Project Start and End date are provided from a previous section.

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## Section 7 – Targets

Section 7 will include the applicable targets to be achieved, as selected through the Invitation to Bid. This is based on the Government interventions and outputs and outcomes.

These indicators are what you will achieve during, and as a result of, the activity you are proposing. They largely indicate whether the project is delivering good value for money. Please include only those that you are confident of achieving and measuring. You also need to provide us with a methodology to show how you will monitor performance and measure achievement of each indicator.

Each output or outcome needs to be forecast by financial year. Outputs are expected to be achieved before 31 March 2025 and during the lifetime of the project. Outcomes can be achieved up to 2030.

You must read through the government's definitions for each indicator carefully before populating the tables:

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-outputs-and-outcomes-definitions-2)

It is unlikely that all indicators are relevant to every project, so you are not expected to respond to all those listed.

You must ensure that the targets you are indicating are reflected in your monitoring and evaluation plan (Section 9)

What are Outputs vs Outcomes:

Outputs		Outcomes
Definition	The immediate result of an activity/project	The (usually mid-term) impact of that activity, but not a direct result
Example: Training Courses provided	<ul style="list-style-type: none"> <li>Attendees registered on course</li> <li>Sessions delivered</li> <li>Sessions attended</li> <li>People completing the course</li> </ul>	<ul style="list-style-type: none"> <li>People achieving a qualification</li> <li>Increased confidence levels</li> <li>People with a new skill</li> </ul>
Example: Workspace creation	<ul style="list-style-type: none"> <li>M2 of workspace created</li> </ul>	<ul style="list-style-type: none"> <li>Business expansion as a result of available workspace</li> <li>New jobs created</li> </ul>
Example: Housing Retrofit (PV panel installation)	<ul style="list-style-type: none"> <li>Number of retrofits completed</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in CO2 emissions</li> <li>Reduction in household bills</li> </ul>

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## Section 8 – Risk

Please describe what you perceive to be the main risks to your project and what mitigation plans you have in place. At a minimum we are expecting each project to consider the following risks;

- cost increases
- recruitment
- time delays

Select Impact and Likelihood for each risk pre- and post-mitigation. The rating for each will appear automatically.

Impact Guidance	Factor
Risks which can have a catastrophic effect on the Project or Applicant. May result in critical financial loss, service loss or a severe impact on the public. Examples: Imprisonment for legal breaches, Total failure of project, Severe financial loss, Long term damage to the Applicant, Death through negligence/Multiple death scenarios, Adverse national publicity, severe loss of public confidence	Catastrophic Impact

Impact Guidance	Factor
Risks which can have a catastrophic effect on the Project or Applicant. Impact will be contained, but may need to be managed at a corporate level rather than simply at Project level. May result in critical financial loss for the Applicant or Council, severe service disruption or a severe impact on the public. Examples: Imprisonment/heavy fines for legal breaches, Failure of critical project areas, Severe financial loss that extends beyond the project, Medium-long term damage to project, Major permanent harm, Accidental death, Severe adverse local publicity, loss of public confidence, Adverse national publicity	Moderate Impact
Risks which can have a major effect on the operation of the Project or Applicant. May result in major financial loss, major service disruption or a significant impact on the public specifically in relation to the project. Impact will be limited, but will need to be contained at project level. Examples: Significant impact on project objectives, Short-medium term impairment to service capability, Major financial loss but contained at project level. Extensive injuries, major permanent harm, Litigation likely.	Limited Impact
Risks which have a noticeable effect on project deliverables. Each will cause some disruption and hit the budget at a project level, but will not adversely impact the Council. Issues can be managed at project level. Examples: Short term disruption of service capability, Financial loss managed at project level, Medical treatment required, semi-permanent harm (up to 1 year), Some adverse local publicity, Legal breaches punishable by fines, High potential for complaint with litigation possible	Minimal Impact
Risks where the consequences will not be severe and the associated losses will be minor. There will be no impact on the Council as a whole as a result. Individual occurrences will have a negligible effect on project deliverables, but may be a significant cumulative effect if untreated. No significant disruption to project. Some public embarrassment, no damage to reputation May result in complaints that are easy to manage Breaches of regulation or standards.	No Impact

Likelihood Guidance	Factor
Is expected to occur in the next 12 months without specific action to avoid	Certain
Will probably occur in the next 12 months without specific action to avoid	Probable

Could occur in the next 12 months without specific action to avoid	Possible
May occur in the next 12 months without specific action to avoid	Unlikely
Is never likely to occur	Remote

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## Section 9 – Monitoring and Evaluation Plan

Projects are expected to monitor progress towards achieving the project’s objectives and achievements throughout the delivery phase and produce regular updates to Cornwall Council.

An external evaluation will be required for larger awards of funding. Please refer to the Monitoring and Evaluation Framework for further information.

The Monitoring and Evaluation Plan should set out the inputs, outputs, outcomes and impacts of the project, how and when these will be monitored and evaluated. Please ensure there is consistency between sections 7 (Targets) and 9.

A logic model identifies and describes a number of key elements in your project. These typically include:

- The issues being addressed and the context;
- The inputs – resources and activities;
- Outputs (The immediate result of an activity/project);
- Outcomes (The impact of that activity, but not a direct result);
- Impacts (long-term results).

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## Section 10 – Documents and Statements

Alongside your application form, you must submit the following documents and confirm on the application that you have done so:

- Procurement Policy
- Equality and Diversity Policy showing alignment with Public Sector Equality Duty
- Evidence from your payroll files confirming all staff are receiving Real Living Wage
- Environmental Sustainability Policy

- Your Latest Annual Accounts (2 years if available)

Please read through the Data Protection statement and declaration carefully and sign (insert e-signature) and date the form before submitting by emailing to [goodgrowth@cornwall.gov.uk](mailto:goodgrowth@cornwall.gov.uk).