

Process for Requesting Funding Support (Information for Applicants)

Initial funding enquiries emailed to SoSEP@scotborders.gov.uk
 (There is no form / template – **NOTE 1**)

SoSEP criteria for funding:

- A clear link to the agreed priorities set out in SOSEP’s 2019/20 Operating Plan (**Note 2**)
- Be additional, over and above business as usual, clearly activity that could not otherwise have happened
- Be ambitious – projects should aspire to make a significant difference
- Aim to deliver inclusive growth
- Involve partnership – projects should ideally involve more than one SOSEP partner
- Other funding sources – be the least amount of new resources necessary to deliver the project and identify partners’ funding

Enquiry allocated to a SoSEP Partner to consider and make a recommendation to the SoSEP Exec Team on the suitability of the enquiry to proceed to a formal application (**NOTE 3**)

YES
 Proceed to application

NO
 Does not proceed to application

A member of the SoSEP Exec Team will act as ‘Sponsor’ - to support and develop formal application with applicant

Applicant, SOSEP Board and Scottish Government advised of recommendation and reasons

Formal application developed using ‘Business-case lite’ template – setting out key information, justification and strategic fit (**NOTE 4**)

Alternative support?

No further action – enquiry closed

Application presented by ‘Sponsor’ to the SoSEP Executive Team and Scottish Government officials. Feedback to applicant and additional information requested, if required. Recommendation then made to SoSEP Board on whether to support funding

Application shared with the SoSEP Theme Group Leads for feedback (**NOTE 5**)

SoSEP Board considers the funding application and recommendation made to Scottish Government

Scottish Government considers recommendation

YES to Funding

NO to Funding

Scottish Government Grant Offer Letter (GOL) issued to the SoSEP Partner who issues a GOL to applicant. Payments to be made in line with GOL

Concerns shared with SoSEP Chair and Lead Officer, Partner Organisation and Applicant

Applicant / project lead to provide quarterly monitoring report to SOSEP Partner.

Concerns addressed

No further action - closed

Funding Agreed

Resubmission of application to SoSEP Board or Exec Team

Notes on SoSEP Funding flow chart:

Note 1: No form or template

No form or template is required to make a funding enquiry and applicants can provide as little or as much information as they wish with a suggested single page the right place to start. SoSEP funding is available for a wide range of activity and we have deliberately tried to make the process simple and as quick as we can.

Note 2: SoSEP Operating Plan

The plan outlines the focus of activity of the South of Scotland Economic Partnership during 2019/20 and is linked to the work of the SoSEP Theme Groups. The focus of the Plan supports the delivery of the Shaping Principles and Strategic Objectives which cover both the work of SoSEP as well as development work to support the introduction of the South of Scotland Enterprise (SOSE) Agency in 2020. The plan also includes reference to a new Regional Skills Investment Plan for the South of Scotland, and applications with an education, skills or training should link to the themes within this document.

Note 3: The SoSEP Board, SoSEP Executive Team and SoSEP Partners

The South of Scotland Economic Partnership (SoSEP) was established in January 2018 and brings together the seven key public sector organisations that support economic growth in the South of Scotland together with the private, third and education sectors.

The SoSEP Executive Team brings together the 7 public sector organisations (SoSEP Partners) and drawing on their staff and resources from their organisations they deliver the partnership's agreed priorities. The seven SoSEP Partners are:

- Scottish Enterprise
- Scottish Funding Council
- Scottish Borders Council
- Skills Development Scotland
- Highlands and Islands Enterprise
- Dumfries and Galloway Council
- Visit Scotland

Note 4: Formal Business case and application form

The formal business case /application is ONLY completed once a SoSEP Partner and the SoSEP Executive Team have agreed the project meets the criteria for funding. The application needs to set out the rationale and objectives for the project, the expected outcome with evidence of benefits and impact, the risks and constraints (including any planning or state aids issues), the need for funding and why the project can't be funded through existing resources, other funding committed, governance and project management.

Note 5: Theme Groups

The partnership has the following seven Theme Groups:

- Business Support
- Communities
- Infrastructure
- Key Sectors (including Tourism)
- Education and Skills
- Arts and Culture
- Farming, Fisheries and Forestry

The work of each Theme Group is important in developing the potential work of the Partnership and supporting the future work of SOSE. Each SoSEP Theme Group has a Lead Officer plus Supporting Officers. The Board Members that lead each Theme Group will provide additional feedback on the applications that come forward to ensure that projects are appropriately aligned with the ongoing thinking of the relevant Theme Groups.

Note 6: Timescales

Initial funding enquiries are considered by the SoSEP Executive Team who meet every 4-6 weeks and the appropriate SoSEP Theme group. If it is thought the project meets the criteria a formal application/ business case is submitted to the SoSEP Board – the Board meets approximately every 6 weeks. The SoSEP Board makes a decision whether to recommend funding to Scottish Government. Scottish Government has the final decision.

The length of time for each project will vary considerably – applicants should plan on the approval process being at least 4 months.