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**Application for Cycling Infrastructure Fund & Initial Due Diligence**

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| **TERMS AND CONDITIONS**  |
| All South of Scotland Enterprise (SOSE) assistance is discretionary, and submission of this Application does not constitute an offer of assistance. If approved, you will be required to sign a formal contract or undertaking with conditions and obligations attached to SOSE’s support, and the benefits that you will deliver.Decisions on whether to approve assistance are determined by SOSE policy and priorities and these are published in our [annual Operating Plan](https://www.southofscotlandenterprise.com/media/51jeyoif/our-five-year-plan.pdf).Our ability to provide financial support is often influenced by state subsidy considerations.Details of the Terms and Conditions attached to SOSE Financial Assistance are published on the SOSE website. Please read these carefully before submitting the Application. If approved, you will receive a Grant Offer Letter setting out the specific terms and conditions attached to SOSE’s support for the project.SOSE is unable to assist with:* projects that have started prior to the initial approach made to SOSE or projects where an irrevocable legal commitment has been entered into before the date of this Application (see Guidance note 10);
* costs directly linked to the quantities exported i.e. setting up or running a distribution network or current costs linked to export activity;
* projects which require or are conditional upon the relocation of activities of business activities / operations from another part of the UK;
* subsidies that are contingent on the use of domestic over imported goods or services;
* subsidies for rescuing or restructuring an ailing or insolvent organisation; or
* projects that do not meet the requirements of SOSE’s appraisal procedures.

To carry out due diligence on your proposal, SOSE will request supplementary information from you. The nature of this will depend on the type of project you wish to undertake, and it will be the minimum necessary for us to conduct our appraisal. If your Application is successful, SOSE funding will be payable, in arrears, on submission of a properly completed claim form along with documentary evidence of expenditure demonstrating payments discharged from your bank account. You will be required to provide your bank account information to facilitate payment of grant claimed. Successful applicants who have secured funding must make final claims with all required documentations submitted by the date stated in your grant offer letter. Successful applicants are required to acknowledge SOSE’s financial support in any publicity relating to the project. As a Scottish Public Body, SOSE complies with the Freedom of Information (Scotland) Act 2002 and may be required to disclose information about assistance provided. SOSE is required to keep a public record of approvals and reserves the right to publicise assistance to applicants to demonstrate our use of public resources and illustrate the type of support we provide.**Fund Project Criteria*** Small capital grants to help stimulate and support visitor economy businesses, including community visitor economy assets, to invest in cycling infrastructure to meet and exceed the expectations of cyclists visiting the Kirkpatrick C2C route and 7Stanes.
* The minimum grant is £3,000 up to a maximum of £25,000 which will cover up to 100% of total eligible project costs.
* Applications accepted until 31 January 2025 or until all funds are distributed, whichever is earlier.
* All eligible expenditure must be spent and claimed for by the date stated in your grant offer letter.

**Eligibility** * Businesses, social enterprises and constituted community groups who own assets which are open to the public and must be in one of the following sectors:

|  |  |  |
| --- | --- | --- |
| Hotels | Bed & Breakfasts | Camping & Glamping Sites |
| Self-Catering | Hostels | Bunk Barns/Houses |
| Pubs | Cafes | Tearooms |
| Restaurants | Farm Shops | Cycle Repair & Sales Shops |
| Visitor Attractions |  |  |
|  |  |  |

* Operating in:
	+ Within 2 miles of one of the 22 recommended stopping locations outlined in the Kirkpatrick C2C, South of Scotland’s Coast to Coast’s study by Urban Foresight or are physically located on the published GPX route ([Kirkpatrick C2C Explorer Route](https://www.scribblemaps.com/maps/view/C2C---Explorer-Option/d8NuLLTS4L)) ([Kirkpatrick C2C Challenger Route)](https://www.scribblemaps.com/maps/view/C2C--Challenge-Option/HH7kOK5MwB). Stopping places are Portpatrick, Stranraer, Bladnoch, Glenluce, Wigtown, Newton Stewart, Gatehouse of Fleet, Kirkcudbright, Castle Douglas, Dumfries, Lockerbie, Langholm, Newcastleton, Hawick, Selkirk, Galashiels, Melrose, Kelso, Duns, Coldstream, Ladykirk and Eyemouth; OR
	+ Within a 5-mile radius of one of the 7stanes biking trail centres in Glentrool, Kirroughtree, Dalbeattie, Mabie, Ae, Glentress, Innerleithen and Newcastleton.
* Having a South of Scotland trading address.
* Must be trading for 6 months or more.
* Must not be in financial difficulty or at risk of immediate liquidation.
* Be compliant with current Fair Work conditionality rules. For more information, please visit our [Fair Work web page](https://www.southofscotlandenterprise.com/driving-change/fair-work). If you want to speak to someone about the Fair Work requirement or need more information, please email clienthub@sose.scot
* Adhere to a range of soft skills criteria (all if possible but those marked with \* as a minimum):
	+ \*Able to provide details for the nearest cycle shop, cycle hire, or specialist
	+ \*Knowledge of local cycle routes
	+ \*Businesses must ensure website or distribution platform listing includes information on how to reach your business by bike and/or public transport.
	+ \*Communities must ensure their social platform page, website or distribution platform listing includes information on how to reach their cycling infrastructure by bike and/or public transport.
	+ \*First Aid kit available for visitors own use and details for local hospital, GP surgery, or emergency number
	+ \*If you provide accommodation/stop-over facilities provide out of hours food options or information for services available locally
	+ \*Knowledge of, local visitor attractions and/or other Cycle Friendly businesses around your area
	+ \*Accommodating one-night stays
	+ \*Successful applicants will be required to update their listing with VisitScotland and/or South of Scotland Destination Alliance to ensure their business or community asset includes information about their cycling infrastructure and what other cycling provisions they have.
	+ Offer free water bottle refills
	+ Takeaway lunch option
	+ Incentives for anyone arriving by bike, public transport or cycling during their stay
	+ Accommodating group visits from cyclists, such as cycling clubs

**Eligible Expenditure*** The funding can be used towards purchase and installation of cycling infrastructure at premises owned by the applicant.
* Examples of eligible infrastructure investment include:
	+ Secure bike storage
	+ Bike racks
	+ External electrical sockets to be used as charging facilities available for cycle tourers
	+ Secure bike locks for customer use
	+ Bike wash
	+ Drying equipment for drying clothes, rucksacks, panniers and footwear
	+ Clothes washing facilities for visitors
	+ Bike maintenance e.g. repair stations.
* The list is not exhaustive; all grant assistance from SOSE is discretionary.

**Ineligible Expenditure*** Funding cannot be used to:
	+ Support projects that are already underway at the time of enquiry.
	+ Purchase bike maintenance consumables (e.g. spare parts, oil, tubes).
	+ Revenue expenditure such as design work, planning permission application fees or ongoing maintenance and running costs of existing facilities.
	+ Support cycle path development and associated infrastructure.
	+ Purchase bikes, including e-Bikes.
* The list is not exhaustive; all grant assistance from SOSE is discretionary.

**BEFORE COMPLETING, PLEASE READ THE** *SOSE FINANCIAL ASSISTANCE APPLICATION GUIDANCE* |
| **SECTION 1 – THE “APPLICANT”** |
| **1.1 APPLICANT ORGANISATION DETAILS**  |
| Legal Entity Name |  |
| Trading Address |  |
| Town |  |
| Postcode |  |
| Company No. (if applicable) |  |
| Charity No. (if applicable) |  |
| VAT Reg No. (if applicable) |  |
| HMRC Unique Tax Reference Number (if not a registered company/not registered for VAT)*Evidence required: Current HMRC tax return document with UTR number visible.* |  |
| Main Contact Name |  |
| Email Address |  |
| Contact Number(s) |  |
| **1.2 ORGANISATION ACTIVITY** |
| Type of Legal Entity | Choose an item. |
| Organisation Start Date (see note 1) | Click or tap to enter a date. |
| Financial Year End (see note 2) | Click or tap to enter a date. |
| Does the organisation operate (or plan to) in any of these sectors? (note 3) | Agriculture, horticulture, forestry Road freight transport services Energy and/or environmentNone of the above | [ ] [ ] [ ] [ ]  |
| Main activity of the organisation (see note 4) |  |
| Are you an independently owned/controlled organisation? OrPart of a group (parent/subsidiary/wider group)? (note 5) | [Tick one][ ] [ ]  |  |
| Do you trade goods from or manufacture goods in Northern Ireland? (see note 27) | YesNo | [ ] [ ]  |
| **1.3 SIZE: SMALL OR MEDIUM ENTERPRISE (SME) OR LARGE ENTERPRISE STATUS** |
| Based on the employee headcount and turnover or balance sheet total over the last two accounting years of the organisation, and wider group (if applicable), what UK size classification does your organisation meet? (note 6) | Small Medium Large  | [ ] [ ] [ ]  |
| **1.4 Statement of Solvency** |
| Is the organisation currently subject to insolvency proceedings or at risk of being placed in insolvency proceedings at the request of a creditor(s)? Risk indicators include:* Any current or impending court proceedings for non-payment; or
* Presently unable to pay your bills as they fall due; and
* Owing any single creditor more than £750 with no prospect of being able to clear the debt. (note 7)
 | YesNo | [ ] [ ]  |
| **1.5 TAX DECLARATION** |  |  |
| Is your organisation incorporated in a tax haven? (note 26) | YesNo | [ ] [ ]  |
| Is your organisation otherwise resident, for tax purposes, in a tax haven, for example, through having a place of central management and control in such a jurisdiction? (note 26) | YesNo | [ ] [ ]  |
| Is your organisation a subsidiary of another person which is based in a tax haven? (note 26) | YesNo | [ ] [ ]  |
| Does your organisation have a subsidiary based in a tax haven? (note 26) | YesNo | [ ] [ ]  |
| Does your organisation participate in a tax arrangement that results in some or all of its profits being taxed in a tax haven? (note 26) | YesNo | [ ] [ ]  |
| Is your organisation in breach of or has your organisation ever been found to be in breach of its obligations relating to the payment of taxes or social security contributions? | YesNo | [ ] [ ]  |
| **1.6 GOOD STANDING** |  |  |
| Has your organisation been convicted of conspiracy, corruption, bribery, fraud or any other offences referenced in Regulation 58 of the [Public Contracts (Scotland) Regulations 2015](https://www.legislation.gov.uk/ssi/2015/446/regulation/58/made)? | YesNo | [ ] [ ]  |
| **SECTION 2 – THE PROJECT**  |
| **2.1. PROJECT DETAILS**  |
| **Project Output**Please provide brief details of the capital equipment and/or capital works you are seeking to invest in to improve cycling facilities. (maximum 100 words) |  |
| **Project Outcome**Outline how your project will contribute to your organisation’s growth aspirations. (maximum 100 words) |  |
| **Project Outcome**Please provide details of how your project aligns with local tourism plans and will contribute towards improving the cycling tourism experience and provision for those completing the Kirkpatrick C2C or using one of the 7stanes trail centres. (maximum 150 words) |  |
| Project Location (see note 8) | Choose an item. |
| Project Postcode (see note 9) |  |
| Estimated Start Date (see note 10) | Click or tap to enter a date. |
| Estimated Completion Date  | Click or tap to enter a date. |
| Please outline which soft skills criteria you already adhere to (see eligibility section for detailed breakdown)  |  |
| Please outline which soft skills criteria you will add to complement the capital infrastructure investment (see eligibility section for detailed breakdown) |  |
| Does your business currently publish an accessibility guide? |  |
| Will this investment add to the accessible facilities outlined within your accessibility guide? |  |
| Do you require planning permission to undertake installation of the cycling infrastructure? If yes, when do you expect to obtain it? (maximum 100 words) |  |
| **2.2 PROJECT COSTS £s** |
| Estimated project costs (see note 11)  |
| **Cost (by type)** | **£** |
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|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | £ |
| **2.3 FUNDING SOURCE £s** |
|  | **Amount in £’s** |
| **Private sector funding source (see note 12)** |
|  | £ |
|  |  |
| ***Total private sector funding*** | £ |
|  |  |
| **Public sector funding source (see note 13)** |
| Funding requested from SOSE (see note 14) | £ |
|  |  |
| ***Total public sector funding*** | £ |
|  |  |
| **Total funding from private sector funding sources and public sector funding sources (this should match total Project Costs – see note 15)** | £ |
| **Subsidy Intensity from SOSE (See note 16)** |  |
| Type of assistance requested from SOSE  | Grant [x]  |
| **SECTION 3: SUBSIDY / STATE AID (see note 17)** |
| **3.1** **Declaration regarding outstanding recovery order by the UK’s Competition Appeal Tribunal (CAT)**Is your organisation (including at group level) subject to an outstanding recovery order following a previous CAT decision declaring a subsidy illegal and incompatible with the subsidy control principles, except for aid schemes to make good the damage caused by natural disasters? (see note 18) | (tick one only)Yes [ ] No [ ]  |
| **3.2** **Declaration regarding outstanding recovery order by the European Commission** Is your organisation (including at group level) subject to an outstanding recovery order following a previous European Commission decision declaring an aid illegal and incompatible with the EU internal market, except for aid schemes to make good the damage caused by natural disasters? (see note 18) | (tick one only)Yes [ ] No [ ]  |
| **3.3 Declaration regarding outstanding rescue or restructuring subsidy or State aid from a UK public authority**Has your organisation received a rescue subsidy or aid and has not yet reimbursed the loan or terminated the guarantee; or has it received a restructuring subsidy or aid and is still subject to a restructuring plan? (see note 19) | (tick one only)Yes [ ] No [ ]  |
| **3.4 Declaration regarding relocation** Can your organisation confirm that it has not carried out a relocation from another region of the UK to the establishment in which the requested assistance is to take place in the two years preceding this application, nor will it carry out such a relocation to another region after the project is completed? (see note 20) | (tick one only)Yes [ ] No [ ]  |
| **3.5 Declaration regarding relocation – in respect of applications for Regional Investment Aid only**Can your organisation confirm that it has not carried out a relocation from another EEA country to the establishment in which the requested assistance is to take place in the two years preceding this application, nor will it carry out such a relocation to another EEA country for a period of 2 years after the investment project is completed? (see note 20) | (tick one only)Yes [ ] No [ ]  |
| **3.6 Previous awards of subsidy / State aid**  |
| Certain types of subsidies and State aid have cumulative thresholds over specific time periods. Please check the grant offer letters and/or loan agreements you have received, and list details of all public sector grant funding awarded to your organisation. If you are part of a group, this includes all awards to any part of the group. This would include all subsidies and State aid which have been made under a Scheme, or all subsidies and State aid which have been made ad hoc which are under the Minimal Financial Assistance threshold and all awards made within the past two years. The particular time frames apply to the following:1. Minimal Financial Assistance – include awards made in the UK under the Subsidy Control regime in the current fiscal year and two previous years;
2. De Minimis Aid (see note 21) – include awards made, within the UK only, under the EU State Aid regime or State Aid made under the Northern Ireland Protocol in the current fiscal year and two previous years;
3. Measure 2.3 Support for the Start-Up of New Small Organisations and General Block Exemption Regulation (GBER) Article 22 Aid – Start-up aid for newly created/young innovative small organisations (see note 22) – include awards made anywhere in the UK or EU to any part of your organisation/group within the last five years.
4. Measure 3.7 Innovation Support for SMEs and GBER Article 28 Aid – Innovation aid for SMEs (innovation advisory and support services) (see Note 23) include awards made anywhere in the UK or EU within the three calendar years (i.e. 3 x 365 days) preceding the date of this application.
5. Covid-19 Temporary Framework – include awards made, within the UK only, since 6 April 2020.

(include any previous SOSE assistance).  |
| **Source of funding awarded** | **£ (Sterling) amount if specified** | **Date of award on offer letter** | **Type of subsidy or State aid as stated in letter or declaration** |
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| **No previous subsidy or State aid** [ ]  |
| **SECTION 4 – FAIR WORK** |
| Do you pay all your workers at least the real living wage rate ([https://scottishlivingwage.org/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscottishlivingwage.org%2F&data=05%7C01%7CSeonaid.Mann%40sose.scot%7Ccf827b90640f46b8343908db77ec1b1b%7Cdb66fb25d59949e9aa620abe6e0cef9c%7C0%7C0%7C638235628167090694%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0hCrSulDmlUrUf%2B94ZsIaHsBPtvAtvpM9qN5GBwZaW4%3D&reserved=0)), including apprentices and anyone aged 16 or over? If you have no employees select N/a. | (tick one only)Yes [ ] No [ ] N/a [ ]  |
| Are you willing to ensure that all workers not directly employed by you/your organisation, but directly involved in the delivery of the grant funded activity, (be they contractors, sub-contractors or agency workers) are paid at least the real Living Wage (rLW) rate? | (tick one only)Yes [ ] No [ ]  |
| Does your organisation have effective channels for individual voice?<https://www.fairworkconvention.scot/the-fair-work-framework/effective-voice/>(If you have no employees, please select N/A) | (tick one only)Yes [ ] No [ ] N/a [ ]  |
| Please confirm you have provided evidence (if applicable) to demonstrate effective channels for collective and/or individual voice**\*please note if this is not submitted with your application it may cause a delay in processing** | (tick one only)Collective [ ] Individual [ ] N/a [ ]  |
| If your organisation has 21 or more employees or volunteers, do you have effective channels for collective voice? | (tick one only)Yes [ ] No [ ] N/a [ ]  |
| **SECTION 5 – DECLARATION** |
| **Application and Declaration**I/We the Applicant as designated above:* hereby apply to South of Scotland Enterprise, established by the South of Scotland Enterprise Act 2019 and having its principal office at The Crichton, Bankend Road, Dumfries, DG1 4TA (“the Grantor”) for a SOSE Grant towards the cost of the project described in this Application;
* authorise the Grantor to make such enquiries as the Grantor may think necessary in connection with this Application including carrying out checks with a registered credit reference agency and Human Rights Due Diligence;
* confirm that the Subsidy applied for will not include a Subsidy to export-related activities, namely a Subsidy directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;
* confirm the applicant/applicant organisation own the visitor economy asset which will be the location for the cycling infrastructure investment specifically outlined within this grant application
* confirm that the Project does not involve the relocation of activities from elsewhere within the UK;
* confirm that the Subsidy is not contingent on the use of domestic over imported goods or services;
* confirm that the Subsidy is not to be used for the rescuing or restructuring of an ailing or insolvent organisation;
* confirm that at the date of this application that work on the Project or activity has not started;
* confirm that to the best of my/our knowledge and belief the information given in this Application is correct and I/We undertake to notify any changes in circumstances relating to the Applicant and/or project, and/or funding as specified in this application;
* confirm that I/We have read the [Privacy Statement](#_PRIVACY_STATEMENT) annexed to this application and accept its terms;
* I confirm that to the best of my/our knowledge and belief, that neither I nor any of the Owners, Members, Shareholders, Directors, Trustees, Partners and related entities are subject to any sanctions imposed by the UK or Scottish Governments.
* understand that this Application does not constitute an offer of assistance and that this Application for Assistance is subject to approval by the Grantor at its discretion. An approval of this Application will still require me/us to sign a formal contract or undertaking incorporating applicable terms, conditions and obligations to the Grantor;
* understand that any project expenditure incurred prior to formal approval and exchange of contract is entirely at my/our own risk. I/we further acknowledge that, if approved, funding claims will be submitted in accordance with the Grantor’s requirements, supported by detailed invoices and receipts or other such evidence demonstrating the payment has been discharged from my/our account;
* understand that I will need to provide evidence of payment of real living wage and existence of effective channels for employee voice, should my organisation/project be awarded funding
* accept that the Grantor expressly excludes any obligation of confidentiality and that in terms of the Freedom of Information (Scotland) Act 2002, and the Environmental Information (Scotland) Regulations 2004, the Grantor may be obliged to disclose information provided by the Applicant.
 |
| **I/we confirm that the undersigned are authorised to sign this Application on behalf of the applicant organisation** |
| Applicant organisation statement: I/we certify that the information given on this form is accurate to the best of my/our knowledge. I/we also confirm the form is signed by a Director, Authorised Signatory or Company Secretary and understand that we may be required to provide evidence of the signing authority of any individual (see note 24).Signature(s):Print name(s):Position(s) held:Date:Please tick this box to opt out from receiving information about future opportunities, development and events hosted by SOSE [ ]  |
| **PRIVACY STATEMENT** |
| By submitting this Application, you are providing SOSE (“the Grantor”) with personal data in connection with the Application for assistance which includes the information in the Application form and such other information as you may provide in support of your Application. SOSE will be data controller in respect of any personal data you provide in relation to your Application. By submitting the Application, you confirm that you are authorised by the relevant data subjects to provide their personal data to the Grantor.SOSE will only process your personal data for the purposes set out in SOSE’s Privacy Statement, including, determining your eligibility for financial assistance under the terms of this application. We will retain your personal data for the minimum time necessary to fulfil our audit and monitoring requirements.For more information about how SOSE processes personal data and your rights as a data subject, please see the [Privacy Statement](https://www.southofscotlandenterprise.com/legal/privacy-policy) on the SOSE website.In this statement the following definitions apply: “SOSE” or “Grantor” means South of Scotland Enterprise Act 2019 and having its principal office at The Crichton, Bankend Road, Dumfries, DG1 4TA (“the Grantor”) |

**The following for SOSE internal use only:**

**SOSE Due Diligence Check and Application Assessment**

|  |
| --- |
| **Due dilligence check** |
| * 1. SOSE Reference Number
 |  |
| * 1. NSET Theme
 |  |
| * 1. Budget/Product Code
 |  |
| * 1. CRM Account Number
 |  |
| * 1. Applicant is an established business, social enterprise or community group who has been trading for **at least 6 months**.
 |  |
| * 1. Applicant owns assets which are open to the public and is in one of the following sectors: hotels, self-catering, pubs, restaurants, visitor attractions, bed & breakfast, hostels, cafes, farm shops, camp sites, bunk barns / houses, tearooms, cycle repair & sales shops.
 |  |
| * 1. The applicant is not in financial difficulty or at risk of immediate liquidation
 |  |
| * 1. Applicant is operating within the South of Scotland
 |  |
| * 1. The project is for capital cycling infrastructure items.
 |   |
| * 1. Operating in:
	+ Within 2 miles of one of the 22 recommended stopping locations outlined in the Kirkpatrick C2C, South of Scotland’s Coast to Coast’s study by Urban Foresight or are physically located on the published GPX route ([Kirkpatrick C2C Explorer Route](https://www.scribblemaps.com/maps/view/C2C---Explorer-Option/d8NuLLTS4L)) ([Kirkpatrick C2C Challenger Route)](https://www.scribblemaps.com/maps/view/C2C--Challenge-Option/HH7kOK5MwB) PLACES are Portpatrick, Stranraer, Bladnoch, Glenluce, Wigtown, Newton Stewart, Gatehouse of Fleet, Kirkcudbright, Castle Douglas, Dumfries, Lockerbie, Langholm, Newcastleton, Hawick, Selkirk, Galashiels, Melrose, Kelso, Duns, Coldstream, Ladykirk and Eyemouth; OR
* Within a 5-mile radius of one of the 7stanes biking trail centres in Glentrool, Kirroughtree, Dalbeattie, Mabie, Ae, Glentress and Newcastleton
 |  |
| * 1. The grant request is for between £3k and £25k.
 |  |
| * 1. The project will contribute towards improving the cycling tourism experience and provision for those completing the Kirkpatrick C2C or using one of the 7Stanes Trails centres.
 |  |
| * 1. The applicant adheres to the minimum range of soft skills criteria.
 |  |
| * 1. The project has not started.
 |  |
| * 1. Successful applicants for financial year 23/24 can deliver their project and claim by 08 March 2024.
 |  |
| * 1. Successful applicants for financial year 24/25 can deliver their project and claims by 07 March 2025.
 |  |
| * 1. The applicant is not already receiving SOSE financial support for the project.
 |  |
| * 1. Does the applicant meet all of the required due diligence criteria and conditions?
 |  |
| * 1. State Subsidy route
 | This award is given as Minimal Financial Assistance (MFA)  |
| 1. **APPRAISER ASSESSMENT**
 |
| **Recommendation:** |  |
| **Appraiser Name:**  |  |
| **Date assessment:** |  |
| 1. **HEAD OF FOR ASSESSMENT**
 |
| **Project Sponsor Decision and Comments:** |  |
| **Project Sponsor Name:** |  |
| **Date of Decision:** |  |
| 1. **SUPPORT STAFF PROCESS**
 |
| **Documentation checked by and date:** |  |
| **Date Grant offer letter sent:** |  |