



Funded by  
UK Government

# Highland Green Skills Challenge Fund



## Application Form

## TRAINING INFRASTRUCTURE

### Section i – Contact details

<b>Lead Applicant Business:</b>	Due to subsidy control regulations confirmation on applicant status and size is required		
Business Name		Address	
Tel number		Town	
Mobile		Postcode	
e-mail		Website	
UTR (HMRC ref)		VAT Reg number or n/a	
Employees	Worldwide		Highland
Business structure	Sole trader		Social enterprise
	Partnership	Other - Describe	
	Limited company	Registration	

### Section ii – Project location & partners

<b>Project title:</b>	
<b>Contact name:</b>	
<b>Email address:</b>	
<b>Contact telephone:</b>	

<b>Partners in project</b> (please name) if not applicable leave blank			
<b>Summary of participants in linked skills project.</b>	Number anticipated		
	All classed as Small/ micro *	Yes <input type="checkbox"/> No <input type="checkbox"/>	If no – please summarise on page 5 section v the mix for consideration
	Comments;		

<b>In which locality(ies) do you intend to operate or deliver services? (Please tick)</b>	
Highland-wide	Highland & others– please summarise
Caithness	Easter Ross
Sutherland	Mid Ross
Skye	Inverness
Lochalsh	Nairn
Wester Ross	Nairnshire
Lochaber	Badenoch and Strathspey

Notes on above;

### Section iii – Project Outline

**Please summarise operational plans and if you have a number of centres indicate how you manage these and how Highland presence will link with other locations..**

**Project Delivery Timeline - Summarise issues including key milestones e.g. lease, planning, recruitment etc.**

**Please provide a brief project outline including responses to questions/ issue suggested.**

**Question/ issue    Provide outline (50 – 150 words)**

- Who is this project aiming to help and why?
- What will be delivered: how, where, when and by whom (give details on any and all partners involved)
- Any risks or challenges anticipated in achieving this – and how you intend to address these
- Anticipation of how the new facility will be sustainable in the future.
- How you will engage with other elements of the commercial & 3rd sector support network in Highland.

## Section iv Track Record and experience

- Would anticipate 50 – 100 words maximum per element.

**What past experience and expertise do you have for delivery of similar projects?**

**How would you reach people/ employers, particularly the hard to reach, whether due to geographical isolation, confidence or other socio-economic factor?**

**Do you receive funding from Highland Council for any other activity? If yes, please provide details below.**

**Do you receive funding from other public bodies for any other activity? If yes, please provide details below.**

## Section v – Supplementary information

**Additional information** – on most occasions this page will be blank but if need to provide commentary please be concise and do not use more than one side of this form.

## Section vi – Budget Outline

Please provide a breakdown of the funding package proposed for this project, including sources of finance. The discrete excel workbook provided is intended to help you structure and explain your budget, and allows you to delete, add lines or appropriate headings as required.

**Please confirm sources of funding package to support the project. Summarise own resources, including private, public and own finance, with an anticipated minimum contribution from available resources of 50% towards the costs.**

## Section vii – Certification

*For completion by applicant*

**I have read and agree to comply with the details of this fund and confirm the information given in this application is correct.**

**I confirm I have the required authorisation to sign and submit this application on behalf of the applicant organisation. (Electronic submission with confirmation email is acceptable)**

<b>Name</b>	
<b>Job Title</b>	
<b>Signature</b>	
<b>Date</b>	

Please also provide a copy of the following documents:

- Recent bank statement (within last 3 months)
- Public liability insurance certificate
- Any other relevant policies/documents (state below)


## Section viii – Application submission

Please complete and return the completed application form to;

- [ukspf@highland.gov.uk](mailto:ukspf@highland.gov.uk)
- by the deadline date of **Wednesday 4<sup>th</sup> October 2023 at 10:00**

Any questions, observations or concerns should be submitted to the above e-mail by 29<sup>th</sup> September 23 and response will be made as soon as possible. Highland Council reserves the right to circulate copies of any questions and responses to all parties expressing an interest, in line with our policies of openness in this process. The identity of the enquirer or contact will not be disclosed.

Please confirm you have read and understood the Council's [Privacy Notice](#): Yes  No