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**Future Workspace Fund**

**First Round Application Form**

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| **This First Round Application Form should be read in conjunction with the First Round Prospectus which is available to download at** [**lambethnow.co.uk/futureworkspace**](https://lambethnow.co.uk/futureworkspace). **Amongst other things, the First Round Prospectus provides guidance on completing this application form.****The First Round Application Form is intentionally detailed to support efficient processing of applications and avoid unnecessary delays due to requiring substantial clarification information.** **If you would like to discuss the project that you’re seeking funding for ahead of completing the application form, please email** **futureworkspace@lambeth.gov.uk** |

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| **Section 1. Organisation Information** |
| **1.1. Project Overview** |  |
| Project title  |       |
| Project summary description (max 150 words) |
|       |
| Project location |       |
| Organisation trading name |       |
| Key dates (e.g. capital works starts, practical completion, launch of new/improved space) |       |
| Forecasted outputs: |  |
| * New/improved affordable and supportive workspace (sq ft gross internal area (GIA))
 |       sq ft (GIA) |
| – Number of businesses benefiting each year (once the space is operational at capacity) |       businesses benefiting p.a. |
| – Number of jobs (part and full time) being supported at any one time (once the space is operational at capacity) |       jobs supported at any one time |
| **1.2. Funding Sought**  |  |
| Total project cost  | £      |
| Match funding secured | £      |
| Funding gap  | £      |
| Funding sought from the Future Workspace Fund  |  |
| * Bridging Capital Loan
 | £      |
| * Large Capital Loan
 | £      |
| * Small Capital Loan
 | £      |
| * Large Capital Grant
 | £      |
| * Small Capital Grant
 | £      |
| **Total**  | **£** |  |
| Please detail what form of security will be offered as part of this agreement  |       |

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| **Section 2. Organisation Information** |
| **2.1. Organisation Overview** |  |
| Organisation legal name |       |
| Organisation registered address |       |
| Organisation telephone number |       |
| Organisation website |       |
| Please provide a short description of your organisation |       |
| Please detail your organisation’s governance structure in full |       |
| Primary point of contact name |       |
| Primary point of contact job title |       |
| Primary point of contact email address |       |
| Primary point of contact phone number |       |
| Legal entity type (e.g. ltd by shares, charity, etc.) |       |
| Please confirm if you are for or not for profit  | [ ]  For Profit [ ]  Not for Profit |
| Company registration number |       |
| Charity registration number (if applicable) |       |
| Date of incorporation / registration |       |
| Parent company legal name (if applicable) |       |
| Information on your shareholders (if applicable) |       |
| What is your VAT registration number? |       |
| **2.2. Track Record** |  |
| How many workspaces have you operated?  |       |
| How many workspace do you currently operate?  |       |
| What is the total net internal area size of spaces you currently operate (estimate)? |       |
| What is the total number of businesses who currently work from your spaces (estimate)? |       |
| What is the total number of workstations (desks if applicable) in your spaces (estimate)? |       |
| What are the names and addresses of each of your workspaces?  |       |
| Please provide details on your experience and/or capability in delivering affordable and supportive workspace. (Max 750 words.) Please ensure you provide s details on the following: * designing, building, refurbishing, fitting out and/or improving affordable and supportive workspace
* profitably operating affordable and supportive in zones 1 and 2 in London
* making workspace genuinely affordable and/or supportive for end users in a meaningful proportion or all of your workspaces
* recruiting tenants and curating an appropriate tenant mix of organisations
 |       |
| Please provide details on your experience in delivering business support at your workspaces (if you don’t have such experience, please demonstrate that you have the capability and commitment to competently do so?) (Max 250 words.) Please ensure your provide details on the following: * business support for your members/tenants
* business support for the wider business community (particularly experience in supporting an innovation-led sector)
* fostering an environment of peer-to-peer support.
 |       |
| Please provide details on both your commitment to social value and your experience in delivering social value at your workspace (or if you don’t have such experience, please demonstrate that you have the capability and commitment to do so?). (Max 250 words.) Please ensure you provide details on the following: * enabling cultural and/or local residential community events to take place within workspaces
* promoting workspace tenant opportunities, services and events to residents local to your workspace/s – particularly s people from disadvantaged backgrounds
* engaging with charities, social enterprises and cultural activities local to your workspaces
* creating employment and training opportunities for residents local to your workspaces
 |       |
| **2.3. Organisation and Professional Standing** |
| Do any of the following statements apply to your organisation or any of your directors, owners/trustees or partners? |  |
| * In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors
 | [ ]  Yes [ ]  No |
| * Been convicted of a criminal offence related to business or professional conduct
 | [ ]  Yes [ ]  No |
| * Committed an act of serious misconduct in the course of business or profession
 | [ ]  Yes [ ]  No |
|  | [ ]  Yes [ ]  No |
| * Not met responsibilities related to paying taxes
 | [ ]  Yes [ ]  No |
| * Guilty of serious misrepresentation in supplying information
 | [ ]  Yes [ ]  No |
| * Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?
 | [ ]  Yes [ ]  No |
| If you answer yes to any of the questions above, please provide details of the circumstances including what has been done to put things right. The council will review the details and form a view as to whether this gives reason to exclude you from the list. In making this assessment the council will act in a reasonable and proportionate manner. |       |
| Has your organisation had any enforcement action by HSE / local and other enforcing authorities (i.e. prosecution or issue of Improvement or Prohibition Notices) taken against your company in the last 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| Has your organisation had any reportable accidents, dangerous occurrences and notifiable diseases record in the last 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| In the last three years, has any finding of unlawful racial, sex or disability discrimination in the employment field been made against your organisation by the employment tribunal, the employment appeal tribunal, or any court, or in comparable proceedings in any other jurisdiction? | [ ]  Yes [ ]  No |
| If yes, please provide details on what steps your organisation took as a result of that finding or investigation? |       |
| In the last three years, has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission (E&HRC) because of a claim of unlawful discrimination? | [ ]  Yes [ ]  No |
| If yes, please provide details on what steps your organisation took as a result of that finding or investigation? |       |
| Has your organisation been prosecuted under any environmental legislation in the past 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| Is your organisation an ‘Undertaking In Difficulty’ as is set out in the General Block Exemption Regulation (GBER), No 651/2014 . Article 2 para 18? | [ ]  Yes [ ]  No |
| **2.4. Policies and Insurance** |
| Does your organisation have a Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. The policy will withstand evaluation against the following criteria: Organisational Responsibilities and Arrangements for Safety for the type of work intended, including but not limited to:* risk assessment procedures;
* safe working systems / methods;
* procedure for monitoring the implementation and effectiveness of your health and safety policy;
* provision of relevant, competent health and safety advice;
* procedure for dealing with emergencies;
* procedure for reporting and investigating accidents and dangerous occurrences;
* provision of information, instruction, supervision and training.

Bear in mind that a copy of the policy statement of intent alone maynot be sufficient. You may be asked to provide sample risk assessments / method statements / safe systems of work / training records relevant to the type of work to be carried out, should there be any future contractual relationship with a developer. | [ ]  Yes [ ]  No |
| Does your organisation have an environmental policy? | [ ]  Yes [ ]  No |
| Does your organisation have an equal opportunities and diversity policy? | [ ]  Yes [ ]  No |
| Does your organisation have a high level of business conduct, paying at least London Living Wage to all of your employees, or if not, could you demonstrate that you have the capability and commitment to competently do so? (Please refer to the First Round Prospectus for details on the councils expectations in relation to London Living Wave) | [ ]  Yes [ ]  No |
| Please provide details on your commitment to: * London Living Wage;
* local employment where appropriate;
* inclusive recruitment;
* local supply chains; and,
* sustainability.
 |       |
| What level of Employers Liability insurance do you have? A minimum of £5.0 million is required. | £      |
| What level of Public Liability insurance do you have? A minimum of £5 million is required. | £      |
| What level of Professional Indemnity insurance do you have? A minimum of £0.5 million is required. | £      |
| In the case of inadequate cover, would you be willing and able to increase your insurance? | [ ]  Yes [ ]  No |
| **2.5. Financial Position** |
| What is your forecast revenue for the current year? | £      |
| How many employees do you have? |       |
| Please attach detailed (not abbreviated) company accounts for the last three years | Image result for attach button Image result for attach button Image result for attach button |
| Please provide management accounts for your financial year to date including in particular a profit and loss and balance sheet | Image result for attach button |
| Please provide information on the following:* any investment commitments or offers you’ve secured;
* what are the terms of this investment;
* if this could be used for use for the project detailed in this application, and if so the speed and ease in which it can accessed
 |       |
| Please provide details on any current loans (including any shareholder loans) and the headline terms for repayment |       |
| For the project detailed in this application form, would you have a guarantor, such as a parent company guarantor? | [ ]  Yes [ ]  No |
| If yes, please provide details  |       |
| and, please attach their last three years of company accounts | Image result for attach button Image result for attach button Image result for attach button |
| If you set up a separate subsidiary company for the project detailed in this application, would your organisation provide a full parent company guarantee? | [ ]  Yes [ ]  No |
| **2.6. Letters of Support**  |
| Please provide up to three letters of support on the supporting organisations’ letter headed paper with their signatures to show your previous relevant track record. | Image result for attach button Image result for attach button Image result for attach button |
| **2.7. References**  |
| Please provide at least two references in support of your application on the supporting organisations’ letter headed paper with their signatures. These letters can be from the same individuals as the Letters of Support. | Image result for attach button Image result for attach button Image result for attach button |

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| **Section 3. Project Information** |
| **3.1. Project Description** |
| Please confirm the type of affordable and supportive that you are seeking funding for (tick all that apply) |  |
| * specialist incubators focused on the growth of innovation-led sectors
 | [ ]   |
| * cultural workspaces such as artist studios
 | [ ]   |
| * affordable spaces for high quality charities and social enterprises supporting priority groups in Lambeth
 | [ ]   |
| * enterprise space projects within more residential areas
 | [ ]   |
| * other
 | [ ]   |
| (if other, please provide a short description on the type of workspace) |       |
| If your project is supporting the growth an innovation-led sector, please state which sector (e.g. creative, digital, med tech, life sciences, low carbon) |       |
| Please describe your project (max. 750 words) |
|       |
| Please provide a rationale for the location of the project  |       |
| Please provide details on the spatial configuration |       |
| Drawings and images showing spatial configuration can be attached to this application | Image result for attach button |
| Size of space for the project (gross internal area square feet) |       sq ft GIA |
| Please state why the size is suitable for the project |       |
| What market failures are being addressed by the project? (max. 150 words) |
|       |
| Please provide evidence of market demand (max. 150 words) |
|       |
| How does the project align with the Priority Funding Objectives which are: * Enable the net-additional increase of affordable and supportive workspace in Lambeth
* Safeguard and enhance existing affordable and supportive workspaces
* Generate new employment, self-employment, employment pathways (with a focus on black, young and disabled residents) upskilling, reskilling, training and apprenticeship opportunities for residents
* Stimulate growth and inward investment in innovation-led sectors
* Support Covid-19 recovery by helping existing businesses to survive, adapt and thrive in the new economy
* Use affordable and supportive workspaces to maintain the boroughs’ distinct and diverse character

(max. 300 words) |       |
| How does the project align with the First Round Funding Objectives which are as follows:* Unblock ready to go projects
* Accelerate Covid-19 recovery and resilience
* Fund strong projects that could showcase the fund to support fund development for 2021 onwards
* Provide a range of financial products, including loans, to inform the fund’s strategy for 2021 onwards
* Seek a range of project types to inform the fund’s future strategy for 2021 onwards

(max. 300 words): |       |
| What are the project’s objectives (“Project Objectives”)? (max. 150 words) |
|       |
| What are the project’s deliverables (“Deliverables”)? This includes (but is not limited to) outputs as listed in section 1 and the associated proposed evidence for completion of deliverables. (max. 150 words) |
|       |
| What is your plan for delivering social value within the project? (max. 150 words) |
|       |
| What joint working with the council would you propose with the project (this is your “Joint Working Plan”)? (max. 250 words) |
|       |
| **3.2 Project Delivery** |
| What are your project milestones (“Milestones”)? This schedule of Milestones should include details of build/capital works programmes. Please provide as much detail as possible including dates. Please note that the meeting of some of these Milestones may triggers for the drawdown of funding.  |
|        |
| Who the competitors be for the project and what unique selling point/s will your project offer? (max. 150 words) |
|        |
| Please provide details on the project team, each team member’s role, time allocation of each team member and a short bio of key team members (max. 400 words) |
|        |
| Please describe your business model (max 150. words) |
|       |
| Please outline how your organisation and your project will be reslient in the context of Covid-19 and its impacts to the economy and market demand for affordable and supportive workspace (max. 250 words) |
|        |
| Please outline the key risks for your project and your organisation |
|        |
| **3.3 Financial Considerations** |
| Please attach 3-5 year financial forecasts for your project including profit and loss (annual), cash flow (monthly for the first two years), assumptions (particularly related to occupancy levels) and a breakeven analysis. | Image result for attach button Image result for attach button Image result for attach button |
| Is your proposed use of the funding only for capital expenditure? (Note, Future Workspace Funding only be spent on capital expenditure.) | [ ]  Yes [ ]  No |
| Please provide a breakdown of total project costs and the allocation of Future Workspace Funding across your project costs (either below or as an attachment) |
|      Image result for attach button |
| Please provide full details on match funding you have in place |
|       |
| Please provide details on any de minimis state aid you’ve received within the last 3 years, and any state aid via a General Block Exemption Regulation within the last 10-years.  |
|       |
| Please set out your case for public sector support and what you would do without Future Workspace Fund finance. (max 250 words). |
|       |
| Please fully describe the security you are willing to offer in return for the funding.  |
|       |
| Please provide details on any due diligence carried out by other funders you may have that you are willing and able to share with the council.  |
|  |
| Please provide a rationale for the type of funding you would like to receive (as set out in section 1)  |
|       |
| What areas of negotiation would you like to discuss with the council prior to entering into a funding agreement?  |
|       |
| Is there anything else that the council should take into account in assessing your funding application?  |
|       |



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| **Section 4. Declaration** |
| **Data Protection** |
| Information submitted on this form will be held on a confidential basis although may be shared on a need to know confidential basis with the council’s advisors and Advisory Group (including industry experts and specialists) for the Future Workspace Fund. Please confirm that you are happy with Lambeth Council storing and processing information you provide and that by submitting this application you agree to the council’s Privacy Notice as set out at <https://www.lambeth.gov.uk/elections-and-council/privacy/privacy-notice>  | [ ]  Yes [ ]  No |
| If you have any comments on the above, please provide the comments here |       |
| **Declaration of interest** |
| Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by us or has been employed within the last three years? For the purpose of this questions, an ‘associated person’ is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the council (or associated body), whether: under a permanent or fixed contract of employment with the council; through an agency contract with an employment agency; or, as a consultant or contractor through a contract for services with the council. | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **Overall Confirmation** |
| I confirm that the information in this form is accurate and complete to the best of my knowledge; that this request for funding constitutes a request for aid from a public body; that this application form does not constitute any contract with Lambeth Council; that Lambeth Council is under no obligation whatsoever to provide funding; that I agree for the Advisory Group to see the contents of my application; and, that Lambeth Council is not responsibilities for any costs in preparing this submission or any consequential impacts on my organisation’s activities. |
| Name (in capital letters):  |       |
| Signature (electronic signatures are acceptable) |       |
| On behalf of (name of organisation)  |       |
| Position in organisation |       |
| Date |       |