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**Application/Expression of Interest for Supply Chain Fund - GUIDANCE**

The following guidance will help you complete the 2025 HAPS Supply Chain Fund Application Form. If you have any queries on the application form send them to the following mailbox: [haps@npt.gov.uk](mailto:haps@npt.gov.uk)

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| **Applicants Details** | | | |
| Organisation name | Organisation name required | | |
| Main contact name | Key person responsible for application | | |
| Main contact role | Role held by main contact | | |
| Postal Address & postcode | Organisation address required | | |
| Contact Phone Number (Mobile & Landline) | Phone number for key person responsible for application | | |
| Email Address | Email required for key person responsible for application | | |
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| **1 Business** | | | |
| **1a** Status | Is the scheme currently being planned or have works already began, at what stage are the works currently? | | |
| **1b** Date business started trading or intend to start | Scheduled or actual start date | | |
| **1c** Provide a brief overview of the business activities and how they relate to Homes as Power Stations in terms of manufacturing of renewable technology or installation of renewable technology. (Max 150 words) | | | |
| Outline activities and how they link to HAPS | | | |
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| **2 Details of requirements** | | | |
| **2a** What is the proposed use of funding through this application? This should be linked to the manufacture and installation of the following technology which aligns to the outcomes of the HAPS project:  • Intelligent Energy Systems (IES),  • Heat Pumps  • Power Walls  • Battery for domestic dwellings  • Solar PV  • Infra Red | | | |
| Outline details of proposal and link to the HAPS project objectives. | | | |
| **2b** Does this proposal provide an opportunity for learning that can be shared with other organisations and educational institutions within the SBCD region? Please give details. | | | |
| Outline links to education and the supply chain within the renewable technology section within the region. | | | |
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| **3 Funding Details** | | | |
| **3a** What is the **total** project cost of investment? | | Figure for total project cost. This should include **all funding streams** that contribute to the scheme i.e government grants, private sector investment | |
| **3b** How much is your business investing in the project? | | Total capital investment from your organisation | |
| **3c** How much **private sector investment** will be included in the project? | | Private sector investment to include non-public finance. | |
| **3d** How much **public sector** (government grants) investment will be included in the project? Has this been approved? | | Total public sector investment including grants and loans. | |
| **3e** How much **HAPS funding** are you seeking? (Inclusive of VAT) | | The total funding requested for this scheme | |
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| **4 Procurement** |
| Please outline your procurement strategy related to the application and how you will ensure the regional economy will benefit from the investment. This can include the use of the following:  • Public sector frameworks  • Sell2Wales  • Three quote strategy |
| Refer to the HAPS Project Benefits document for key outcomes which HAPS seeks to achieve in the context of procurement. HAPS will require regular procurement updates from successful applicants |

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| **5 Skills and Employment** | |
| **5a** Estimate how many jobs will be directly supported and/or created by the project? | |
| Detail number of jobs with rationale behind figures | |
| **5b** Please detail any training or apprenticeships which may occur as a result of this funding. Highlight if there are plans to upskill existing staff as a result of the project? | |
| Illustrate how you will facilitate apprenticeships or training. Show how the scheme will contribute to increasing the capacity to install, operate, manage or maintain HAPS technology within the region. | |
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| **6 Sustainability** |
| How will you consider the environmental footprint of the investment and the impact on carbon output? |
| What will you do to ensure the products are selected from sources which result in the least environmental impact? |

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| **7 PROJECT MANAGEMENT & APPLICANT EXPERIENCE**  Please limit your responses to each question to **750** words or less. Please be as concise as possible. |
| **7a** What experience does the business have of delivering this type of activity?  As part of your response please also:   * Describe the resources and relevant expertise that the business has available now to deliver the project * If the business will need to recruit staff or appoint contractors, describe what plans are in place to manage the risk of delay. |
| Provide an example of experience delivering this type of activity.  Provide details of staff working on the project, their role, experience/ expertise.  Your response on risk of delay should advise on duration of potential delays together with a solution to minimise any delays. |
| **7b** How will the investment be managed? If this is a multi-agency project, how will the collaboration be managed effectively? Please include details of your governance arrangements for the project. |
| The deliverability of projects is a significant element of the criteria that will be used to assess bids for HAPS funding. It is important that we have confidence that organisations that are offered funding can implement their projects quickly and effectively.  It is however essential that organisations can draw on relevant experience and are able to demonstrate they have or will have access to the resources and expertise they need to deliver the project. |
| **7c** Please describe the financial and performance monitoring systems and processes that will be used to robustly record project expenditure and outputs/outcomes and to feedback on outcomes. |
| Your response needs to include what you will be putting in place, the controls and processes and how you and any external deliverer will capture, record, evidence and store information. Include reporting mechanisms, schedules and timings and how you will manage staff resources. |
| 7d Please outline key milestones and how they will be monitored and reported. |
| Key results and indicators with dates of forecast achievement to be listed. |

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| **8 PROJECT RISK MANAGMENT**  Please limit your response to **500** words or less. Please be as concise as possible. |
| Summarise the key risks to the project below and describe the process that will be used to monitor and mitigate risk. |
| A full risk assessment will be requested on approval of project. This should provide a clear summary of the key risks to delivering the project activity and achieving the project’s objectives.  Describe how the risk identified will be monitored, what systems will be used, and who is responsible.  Be realistic, projects rarely run exactly as planned. The project must demonstrate that risks have been considered and appropriate plans are in place to keep the project on track. |

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| **9 SUBSIDY CONTROL** |
| All bids must also consider how they will deliver in line with subsidy control as per UK Government guidance:  <https://www.gov.uk/government/collections/subsidy-control-regime>  **Where applicants do not adequately demonstrate that the proposed project is compliant under the UK Subsidy Control Regime, it may be considered ineligible and your application could be rejected.**  The direct award of HAPS Supply Chain funds to you may be considered as a subsidy under the Subsidy Control Act 2022.  The Lead Authority has established the HAPS Subsidy Scheme (the Scheme) to enable it to award subsidies lawfully under the Subsidy Control Act 2022. The Scheme has been considered against the Subsidy Control Principles and the Energy and Environment Principles. The Scheme sets out the conditions and requirements (including what will be funded, the eligibility requirements and the grant agreement condition) to allow subsidies to be awarded under it (the Conditions). Therefore all subsidies given under the Scheme must comply with the Conditions. |
| Please confirm that you are eligible to receive a subsidy and are not an undertaking in difficulty **Tick box to confirm 🞏** |
| **10 DATA PROTECTION** |
| Please note that Neath Port Talbot Council (Local Authority) will be a Data Controller for all HAPS Supply Chain Fund - related Personal Data collected with this form and submitted to the HAPS Technical Advisory Group, and the control and processing of Personal Data.    The Local Authority and project partners will processes all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).  As a Processer of HAPS Supply Chain Fund -related Personal Data your organisation and the Local Authority and Regional Lead Authority (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).    By proceeding to complete and submit this form, you consent that the Local Authority, Regional Lead Authority (in Great Britain) and its contractors where relevant, and the Department, and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided as part of the application to the Department for funding from the HAPS Supply Chain Fund, as well as in accordance with its privacy policies. For the purposes of assessing your bid the Local Authority, Regional Lead Authority and Department may need to share your Personal Data with other Government departments (such as the Department for Work and Pensions) and departments in the Devolved Administrations, including partner organisations and by submitting this form you are agreeing to your Personal Data being used in this way.    Data Controller, Personal Data, and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).    You can find more information about how the Department deals with your data  here:  \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Insert Link |
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| **11 PROJECT APPLICANT STATEMENT** |
| I declare that I have the authority to represent the project applicant in making this application.  I understand that acceptance of this application form by the Lead Authority does not in any way signify that the project is eligible for funding under the HAPS Supply Chain Fund or that any such funding has been approved towards it.  On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the Lead Authority (in Great Britain) that:  • the project applicant has the legal authority to carry out the project; and  • the information provided in this application is accurate.  I also confirm to the Lead Authority (in Great Britain) that:   * I have informed all persons whose personal information I have provided of the details of the personal information I have provided to you and of the purposes for which this information will be used, and that I have the consent of the individuals concerned to pass this information to you for these purposes; * I consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the Lead Authority’s Privacy Policies (in Great Britain). * I shall inform the Lead Authority (for Great Britain projects) if, prior to any HAPS Supply Chain Fund Funding being legally committed to the project applicant*,* I become aware of any further information which might reasonably be considered as material to the Lead Authority in deciding whether to fund the proposal; * Any match funding that has been set out in part 3 will be in place prior to any award of HAPS Supply Chain Funding; and * I am aware that if the information given in this application turns out to be false or misleading, the Lead Authority (where relevant) may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal. * I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant funding or for the purpose of assisting any person to obtain grant funding may be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest. * I confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support.   For and on behalf of the project applicant  Name (Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Checklist - documents to include when submitting application form:** |