

Foundational Economy Innovation Fund: Application Pack

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Introduction and Background

1. The Greater Manchester Combined Authority (The GMCA) seeks applications from individuals and organisations wishing to deliver projects as part of the Foundational Economy Innovation Fund, which sits within the GMCA's wider programme of work targeted at supporting the 'Foundational Economy'.
2. For the purposes of the Foundational Economy Innovation Fund, the 'Foundational Economy' is defined as *'the part of the economy that supplies everyday but essential goods and services that keep us safe and civilized, needed for social and economic functioning and wellbeing'*. This includes food, housing, energy, construction, tourism, hospitality and leisure, retail, education, childcare, health, and social care.
3. The Foundational Economy Innovation Fund will support a series of projects that will increase the innovation capacity of organisations working in, and with, the Foundational Economy in Greater Manchester. Utilising a challenge-based approach, the GMCA anticipate that the Foundational Economy Innovation Fund will engage new actors and create a space for joint-learning and network creation.
4. Applicants must read all relevant documentation included in this pack before applying [using the online form](#). A checklist can be found at the front of this document pack.

Key Details

5. The Foundational Economy Innovation Fund will initially provide grants of up to £10,000 to 40 projects (Phase 1 funding). This application is exclusively in relation to Phase 1 funding.
6. All spending of Phase 1 funding must be completed within 6 months of receipt of the funding.
7. Successful applicants will then can apply for further funding (Phase 2 funding) and the Foundational Economy Innovation Fund will provide grants of up to £60,000 to 10 successful projects at this stage. Details on the process and criteria for selecting projects for Phase 2 funding will be provided later, but we expect the process for Phase 2 applications to open up around 4 months following the start of Phase 1.
8. All funding from both Phase 1 and Phase 2 must be spent within 24 months of the initial award of Phase 1 funding.
9. Projects which can identify leverage via match funding will be welcome. Projects dependant on additional public funds or specific co-operation with public bodies need to confirm that this has been secured in principle at the application phase.

Foundational Economy “Sectors” eligible for funding

10. The Foundational Economy Innovation Fund is seeking to support projects in a sub-set of Foundational Economy sectors. Only projects operating in, or targeted at, the following sectors will be eligible:
- a. Health and Social Care
 - b. Early Education and Childcare (0-5 years)
 - c. Retail and Personal Services
 - d. Hospitality and Leisure

The “Challenge Areas”

11. Applicants will need to illustrate how their project aligns with one or more “Challenge Areas” that have been identified in the Foundational Economy. The “Challenge Areas” are listed below.
- a. **Localising Supply Chains** - innovations that support local, sustainable and circular supply chains. Circular supply chains being those that share, lease, reuse, repair, refurbish, and recycle existing materials and products for as long as possible within Greater Manchester.
 - b. **Low Carbon and Net-Zero** - innovations that reduce or manage energy consumption and carbon emissions, including via the development and testing of new technology, as well as new systems and initiatives to use and share resources more efficiently or reduce the use of resources.
 - c. **More Effective Services & Products** - innovations that help create or integrate new ways of delivering your current services or products to a higher standard by doing things more efficiently and effectively. This could include re-thinking your approach to resourcing, organising work, and the adoption or development of technology. This is not about expanding or fundamentally changing the services or products you provide, but instead doing what you do already, better.
 - d. **Supporting the Workforce** - innovations that help with developing, recruiting and retaining staff. This could include new ways of upskilling the workforce, improving progression routes or providing greater flexibility of working patterns and security of hours worked. This could also include finding new ways to connect employers and potential employees, including the self-employed and those who have struggled to find stable work, particularly individuals experiencing inequalities. This does not include

using funds to subsidise staff to conduct business as usual activity, the use of monetary incentives, or the purchasing of wellbeing services.

Where can Projects Be Based

12. Eligible projects can be delivered in one or more of the ten local authority areas in Greater Manchester: Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford, and Wigan.
13. Applications can cover one or more of these areas or be designed to address the whole city-region. Projects do not need to cover an entire local authority area.

Who Can Apply

14. Any individual, or legally constituted organisation can submit an application, including organisations from across the public, private, and voluntary, community, faith, and social enterprise (VCSFE) sectors. This includes individuals or organisations situated outside of Greater Manchester if they can confirm their project will take place within Greater Manchester. This could include partnering with individuals and organisations within Greater Manchester, or demonstrating a solution developed outside of Greater Manchester *within* Greater Manchester as part of the project.
15. The GMCA encourage multiple individuals and organisations to apply in collaboration to deliver projects. However, we stipulate that one individual or organisation acts as the 'lead applicant' and takes on responsibility and liability for the project, with other involved organisations acting as 'delivery partners'.
16. The GMCA are interested in applications from individuals, businesses, and organisations working in, or supporting, the Foundational Economy, as well as innovators and inventors who have developed or are developing solutions which could be applied within the Foundational Economy.

Subsidy Control Rules

17. Projects must comply with new [UK Subsidy Control rules](#) which have replaced State Aid rules now the United Kingdom has left the European Union.
18. As a public body, The GMCA is obliged to consider if any grant funding is a 'subsidy', and if this funding would meet the terms of the following set of principles before handing out public funds.
 - a. *Subsidies should pursue a specific policy objective in order to— (a) remedy an identified market failure, or (b) address an equity rationale (such as social difficulties or distributional concerns).*

- b. Subsidies should be proportionate to their specific policy objective and limited to what is necessary to achieve it.*
- c. Subsidies should be designed to bring about a change of economic behaviour of the beneficiary. That change, in relation to a subsidy, should be— (a) conducive to achieving its specific policy objective, and (b) something that would not happen without the subsidy.*
- d. Subsidies should not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy.*
- e. Subsidies should be an appropriate policy instrument for achieving their specific policy objective and that objective cannot be achieved through other, less distortive, means.*
- f. Subsidies should be designed to achieve their specific policy objective while minimising any negative effects on competition or investment within the United Kingdom.*
- g. Subsidies' beneficial effects (in terms of achieving their specific policy objective) should outweigh any negative effects, including negative effects on— (a) competition or investment within the United Kingdom; (b) international trade or investment*

Finance and Payments

Phase 1

- 19. Phase 1 Payments of up to £10,000 will be made to project partners following confirmation of a successful application, subject to the necessary legal and financial checks. An invoice will need to be generated for the payment to be made.
- 20. All spending of Phase 1 funding must be completed within 6 months of the receipt of funding. The GMCA reserves the right to request the return of funds not spent within this timeframe.
- 21. Successful applicants will be required to provide proof via bank statements or invoices of the actual expenditure of Phase 1 funding for the agreed purposes of their projects, as set out in the application.

Phase 2

- 22. Applicants who are successful at securing Phase 2 funding will receive monies bi-annually in line with an expenditure breakdown set out in the application for Phase 2 funding.
- 23. On a bi-annual basis, project partners who have secured Phase 2 funding will be required to submit a grant funding claim which will report actual eligible project expenditure for the relevant period, including any match funding where applicable. These will be used to reconcile advance payments against actual costs.

24. A final reconciliation and payment will then be made at the end of the project for applicants who have secured Phase 2 funding.
25. All spending of Phase 2 funding must be completed within 24 months of the receipt of Phase 1 funding. The GMCA reserves the right to request the return of funds not spent by this period.

Evaluation and Project Monitoring

26. The GMCA and a delivery partner will work with successful applicants to define key outputs, outcomes, and areas of learning they hope their projects will deliver, as well as agreeing mechanisms to effectively evaluate and report on this information against what has been outlined in the application.
27. Due to the individual nature of the projects, differing thematically by sector, geography, and challenge areas, each project will be evaluated against its own outputs, outcomes, and areas of learning.
28. All projects which receive Phase 1 funding will be required to submit a progress report and attend a review meeting with the GMCA. The report will capture progress, the delivery of outputs and outcomes, and what learning has been generated.
29. Projects that are successful in receiving Phase 2 funding will agree to submit a short bi-annual progress report and attend a review meeting with the GMCA. The report will capture progress to date, outputs and outcomes, any risk to the delivery of the project, and any corrective action to be taken.
30. All projects who succeed in securing Phase 2 funding will agree to complete a project end document capturing whether the project achieved the aims set out in the application and what learning has been generated, with evidence as appropriate. They will also agree to attend a project end meeting with the GMCA.
31. Applicants will also agree to be monitored to ensure that Phase 1 and Phase 2 funding has been used for the purposes for which it was awarded.

Timeline

32. The anticipated timeline for the Foundational Economy Innovation Fund is as follows:

Milestone / Task	Key Date *
Applications Open	30/01/2023
Deadline for return of applications	12/03/2023
Notification of successful applications	W/C 08/05/2023
Commence implementation of Phase 1 projects	W/C 12/06/2023
Applications for Phase 2 funding open	W/C 18/09/2023 (TBC)
Completion of All Phase 1 spending	W/C 04/12/2023
Completion of All Phase 2 spending	W/C 16/06/2025

* These dates are indicative and subject to change

** There is no expectation that projects will need to be 24 months in length and shorter projects are welcome. This is the date for final completion of all projects.

Information Governance

33. The GMCA is the Data Controller for all Personal Data collected in relevant forms as part of the application, shortlisting, and assessment process. For further information please see our Privacy Notice - [Document 5. Privacy Notice.](#)
34. Some of the information collected will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify identities. Further details of how your information will be used by us and these fraud prevention agencies, is explained in [Document 5. Privacy Notice.](#)
35. If you will be collecting and/or processing personal data as part of your project, it is expected that you will be an independent data controller under the relevant data protection legislation. However, all roles and responsibilities will be agreed at the point that funding is awarded.

Freedom of Information and Transparency

36. As a public body, the GMCA is subject to the provisions of the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations (EIR) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
37. The GMCA shall treat all responses as confidential during the application process. Requests for information received during the delivery of projects shall be considered on a case-by-case basis, applying the principles of FOIA and EIR.

38. While the GMCA aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, applicants are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to the GMCA in the application form.
39. Applicants should be aware that, in compliance with its transparency obligations, the GMCA routinely publishes details of its contracts and grants, including their values and the identities of its suppliers and grant recipients, on its website.

Expression of Interest Phase

40. The GMCA has run an Expression of Interest phase before the opening of formal applications for the Foundational Economy Innovation Fund.
41. Through the Expression of Interest phase, respondents had the opportunity to provide information regarding a potential application and receive informal feedback from the GMCA.
42. Those who participated in the Expression of Interest are at neither at an advantage, nor disadvantage, compared to those who did not express an interest. Applications will be judged exclusively on the information provided on the full application form.

How to Apply

43. Applicants will need to complete the [Application Form](#).
44. Applications must be submitted by 23:59 12/032023 and the GMCA will not accept late applications.
45. The GMCA expressly reserves the right to require applicants to provide additional information supplementing or clarifying the information provided in the application form.

How Applications Will Be Appraised and Assessed

46. Applications will be appraised via a three -stage process.
 - Stage 1 - Gateway: all applications must go through a series of Pass/Fail gateway criteria to be eligible for consideration
 - Stage 2 - Scoring: applications passing Stage 1 will be scored against criteria based on questions in the “About Your Project” section of the application form.
 - Stage 3 - Selection: Scores will be moderated, following which a threshold will be set for projects to be considered for final selection based on score/rank. A panel will make a

recommendation of 40 projects to receive funding to GM portfolio holders who will make a final decision on projects that will receive funding.

47. The criteria for Stage 1 and 2 are detailed in document 4: "Scoring Criteria and Judging Methodology".

Queries and Questions

48. The GMCA will respond to all reasonable queries and questions as soon as possible. The GMCA may post queries, questions, and our responses to them (following the removal of all personal information), on the relevant pages of the GMCA website so that all applicants have access to the same information.
49. If an applicant wishes the GMCA to treat a query or question as confidential and not issue the response to all applicants, they must state this when submitting the query or question. If, in the opinion of the GMCA, the clarification is not confidential, we will inform the applicant and they will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all applicants.

Development Offer

50. Successful applicants will have the opportunity to participate in a skills development programme, delivered by an external partner to develop skills in innovation, pitching, and business resilience.
51. Participation in this programme is not mandatory.

Community Of Practice

52. The GMCA will be commissioning a third party to run a 'Community of Practice' between successful applicants in order to share learning between projects and facilitate opportunities for collaboration and scale-up.
53. Participation in the Community of Practice will be mandatory, including the sharing of information (where reasonable) regarding key learning from projects with GMCA and others in the Community of Practice to maximise shared learning.

3. Information on the Challenges

Sectors

1. Only projects operating in, or targeted at, the following sectors will be eligible:
 - Health and Social Care
 - Early Education and Childcare (0-5 years)
 - Retail and Personal Services
 - Hospitality and Leisure

Challenges

2. Applicants will need to illustrate how their project aligns with *one or more* of the “challenges” listed below. We have provided examples of the types of projects that will, and will not, be considered for funding.
3. Across all the challenge areas, the GMCA are interested in projects that are able to support outcomes for residents across Greater Manchester who experience inequalities, improving the lives of people with protected characteristics, as well as people experiencing or at risk of socio-economic disadvantage, including those with lower income or carers, ex-offenders and armed forces veterans.

Localising Supply Chains - innovations that support local, sustainable and circular supply chains. Circular supply chains being those that share, lease, reuse, repair, refurbish, and recycle existing materials and products for as long as possible within Greater Manchester.

Examples of Eligible Projects:

- Testing, creating or further developing a circular economy model relating to a particular food or other production system that increases sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible
- Projects that make it easier for local buyers and suppliers, craftspeople and businesses to connect with each other in new ways
- Directly developing localised supply chains through developing new products from materials produced in Greater Manchester
- Projects that support the continued learning and development of localised food production systems and their application

Low Carbon and Net-Zero - innovations that reduce or manage energy consumption and carbon emissions, including via the development and testing of new technology, as well as new systems and initiatives to use and share resources more efficiently or reduce the use of resources.

Examples of Eligible Projects:

- Development, testing or implementation of a platform or service for hospitality or retail businesses to effectively and/or flexibly reduce carbon emissions created by stock deliveries and transportation
- Incorporating or testing the use of a new or emerging technological solutions in the context of the foundational economy
- Development, testing or implementation of novel engagement activity to drive down the carbon footprint of Foundational Economy businesses

More Effective Services & Products - innovations that help create or integrate new ways of delivering your current services or products to a higher standard by doing things more efficiently and effectively. This could include re-thinking your approach to resourcing, organising work, and the adoption or development of technology. This is not about expanding or fundamentally changing the services or products you provide, but instead doing what you do already, better.

Examples of Eligible Projects:

- Developing, testing or implementing new service models or approaches to resourcing and organising work to deliver your current services or products
- Creating a digital portal to simplify the process for market traders applying for licences across multiple local authority areas
- Utilising smart home technologies, artificial intelligence, data or other technologies to improve the effectiveness and/or efficiency of products or services
- The creation of shared back-office functions for Early Education providers

Supporting the Workforce - innovations that help with developing, recruiting and retaining staff. This could include new ways of upskilling the workforce, improving progression routes or providing greater flexibility of working patterns and security of hours worked. This could also include

finding new ways to connect employers and potential employees, including the self-employed and those who have struggled to find stable work, particularly individuals experiencing inequalities. This does not include using funds to subsidise staff to conduct business as usual activity, the use of monetary incentives, or the purchasing of wellbeing services.

Examples of Eligible Projects:

- Creation of micro enterprises/umbrella structures which better connect residents with local care organisations who can provide a flexible and responsive service
- Development of resources for hospitality venues/care providers/care organisations to trade skills and staff time through time/staff banking systems
- Development of new service models and charters
- Developing new ways to better connect employers with potential employees, including via the creation of marketplaces, utilising the internet and/or other technologies
- Development or testing of new types, or ways of training to train, upskill and retain a workforce, including carer pathways and pipeline development

Ineligible Project Activity

4. Applications which include any proposed activities listed below are not eligible for funding. As outlined in document 4: “Scoring Criteria and Judging Methodology” for applications to pass “Stage 1 – Gateway Criteria” of the judging process the must not include proposed activity deemed “Ineligible Project Activity” at any point in the application form
5. Any application which includes proposed activity listed as “Ineligible Project Activity” at any point in the application form will not pass “Stage 1 – Gateway Criteria” of the judging process and will be removed from the judging process at this stage.
6. The following list is considered of “Ineligible Project Activity”:
 - A. Subsidising standard industry training or wellbeing support
 - B. Subsidising business as usual activity including the hiring of new staff to do existing roles or functions to expand the size of an organisation
 - C. Subsidising consumer prices or providing vouchers
 - D. Advertising or the promotion of existing products and services
 - E. Providing bonuses, financial incentives or sponsorship monies for staff
 - F. Upgrading tills, EOPS systems, booking systems or other business ICT which is already commonly used in the sector

- G. The purchase of readily available energy efficiency solutions (e.g., solar panels, insulation, or ground source heat pumps) on the marketplace unless it can be justified that the use of this would be innovative or contribute to further development and learning regarding this solution
- H. Upgrading, expanding, or adding new physical structures to your premises, or purchasing a new premises, unless this activity is one aspect of an innovation to address one of the challenges

4. Scoring Criteria and Judging Methodology

Summary

1. Applications will be judged via a three-stage process:
 - i. Stage 1 - Gateway: all applications must go through a series of Pass/Fail gateway criteria to be eligible for consideration
 - ii. Stage 2 - Scoring: applications passing Stage 1 will be scored against a number of key criteria based on questions in the “About Your Project” section of the application form
 - iii. Stage 3 - Selection: Sores will be moderated, following which a threshold will be set for projects to be considered for final selection based on score/rank. A panel will make a recommendation of 40 projects to receive funding to GM portfolio holders who will make a final decision on projects that will receive funding

Stage 1 – Gateway Criteria

2. Detail of Stage 1 criteria can be found in the table below:

#	Criteria
1	<p>Project proposal aligns to a relevant “Challenge” in an identified “sector” in scope for the Foundational Economy Innovation Fund and does not include proposed activity deemed as “Ineligible Project Activity” any point within the application form. The following is deemed as “Ineligible Project Activity”:</p> <ol style="list-style-type: none"> A. Subsidising standard industry training or wellbeing support B. Subsidising business as usual activity including the hiring of new staff to do existing roles or functions to expand the size of an organisation C. Subsidising consumer prices or providing vouchers D. Advertising or the promotion of existing products and services E. Providing bonuses, financial incentives or sponsorship monies for staff F. Upgrading tills, EOPS systems, booking systems or other business ICT which is already commonly used in the sector G. The purchase of readily available energy efficiency solutions (e.g., solar panels, insulation, or ground source heat pumps) on the marketplace unless it can be justified that the use of this would be innovative or contribute to further development and learning regarding this solution

	H. Upgrading, expanding, or adding new physical structures to your premises, or purchasing a new premises, unless this activity is one aspect of an innovation to address one of the challenges
2	Project proposal will be delivered by an individual or a constituted organisation that has confirmed via the application form that they can receive public funds
3	Project proposal will be delivered in line with UK subsidy Control requirements
4	The project will be delivered within one or more of the ten local authority areas in Greater Manchester: Bolton, Bury, Manchester, Rochdale, Oldham, Salford, Stockport, Tameside, Trafford, and Wigan
5	Project proposal is either not dependent on additional public funds or specific co-operation with public bodies, aside from funding from the Foundational Economy Innovation Fund, or the project proposal has confirmed that this additional public funding or co-operation is secured or agreed in principle at the point of application.

3. Assessment at stage one is Pass/Fail.
4. Projects must pass all Stage 1 Gateway Criteria to be considered for selection.
5. GMCA officers will review projects at Stage 1 to establish if they meet the gateway criteria.

Stage 2 – Scoring

6. A selection of GMCA officers will score applications against a number of key criteria based on questions in the “About Your Project” section of the application form.
7. GMCA officers who have communicated with potential applicants, or managed information on project ideas via the Expression of Interest phase will not be scoring applications during Stage 2 of the process to ensure fairness.
8. Before applications are reviewed by officers during Stage 2 information submitted in “Section 2 – Key Information” and “Section 3 – Diversity and Monitoring” of the Application Form will be removed to minimise any unconscious bias, including information that may identify individuals or organisations. Only the questions answered in “Section 1 – About Your Project” of the application will be reviewed by officers at Stage 2 of the process to score applications.
9. The table on the following page lists the questions and criteria that will be applied to these questions to determine scores.
10. All 3 questions are worth 33% of the total score given to applications.
11. Individual scores for each question will be combined to create an overall score out of 12.

Question	Score				
	Unacceptable: 0	Poor: 1	Satisfactory: 2	Good: 3	Excellent: 4
<p>Addressing the Challenge(s) – What is the specific detail of the challenge that your project would look to address, and how will your project address this problem? (33%)</p>	<p>The response is either:</p> <ul style="list-style-type: none"> - Blank - Lacks any material detail - Fails to address the question 	<p>The response provides a general overview of how the project aligns with the challenge area but does not go beyond the headline challenge. The response lacks detail or specifics</p>	<p>The response provides a general overview of how the project aligns with the challenge area and provides some detail of how the project would address the challenge</p>	<p>The response engages with the detail of the challenge area and provides a clear articulation of how the project would address a specific part of the challenge</p>	<p>The response demonstrates a clear understanding of the challenge area and provides a clear description of the specific elements of the challenge to be addressed. It also provides a logical articulation of how the proposed project will address this challenge</p>
<p>Innovation – Please set out how your proposal will include a new or emerging idea, method, or tool when compared to existing and established ways organisations in your chosen sector(s) typically work/operate, and if possible, why you think this would work? (33%)</p>	<p>The response is either:</p> <ul style="list-style-type: none"> - Blank - Lacks any material detail - Fails to address the question 	<p>The response provides limited information about how the idea or activity proposed would be materially different to existing and established ways organisations in the bidder’s sectors(s) work/operate.</p>	<p>The response provides a clear description of the typical business-as-usual situation in organisations in the applicants chosen sectors(s).</p> <p>The response provides a clear description of how the idea or activity proposed would be materially different to existing and established ways organisations in the bidders chosen sectors(s) work/operate.</p>	<p>The response provides a compelling description of the business-as-usual situation in organisations in the applicants chosen sectors(s).</p> <p>The response provides a compelling and/or evidenced description of how the idea or activity proposed would be materially different to existing and established ways organisations in the bidders chosen sectors(s) work/operate.</p>	<p>The response meets the criteria for ‘good’ and additionally provides a strong supporting rationale for why the proposed innovation would work</p>
<p>Implementation – Please set out how you plan to deliver the project set out in question 3, including where possible timescales, key activities and costings. Where these are unavailable, please say why and how this will be managed during the project. (33%)</p>	<p>The response is either:</p> <ul style="list-style-type: none"> - Blank - Lacks any material detail - Fails to address the question 	<p>The response provides an outline or headline understanding of how the project will be implemented but lacks specifics or details</p>	<p>The response provides a clear description of the implementation of the project and provides details of some but not all of timescales, key activities and costs.</p>	<p>The response provides a clear and detailed description of the plan for implementing the project including some consideration of timescales, key activities and costs.</p>	<p>The response provides a clear and detailed description of the plan for implementing the project including robust consideration of timescales, key activities and costs. Specifics are stated (such as dates, £s values)</p>

Stage 3 – Selection

12. Applications will be moderated following scoring, which may include consulting relevant other GMCA officers and public organisations regarding the suitability of applicants to receive public funds. Following this threshold will be set for projects to be considered for final selection based on there score.
13. A panel will review all projects that meet this threshold and make a recommendation of 40 projects to receive funding to GM portfolio holders who will make a final decision on projects that will receive funding.
14. In addition to scoring, the GMCA can exercise discretion to meet the following finite set of considerations:
 1. Ensuring a reasonable thematic split of approved projects relating to the respective “Challenges”.
 2. Ensuring a balanced spread of approved projects across sectors and geographies in Greater Manchester.
15. Applicants should note that all funding is discretionary and that submitting an application form does not guarantee receipt of funding.

5. Foundational Economy Innovation Fund Application

Privacy Notice

Key Information

Data controller:	Greater Manchester Combined Authority, Tootal House, 56 Oxford Street, Manchester M1 6EU
ICO registration reference:	Z5119967
Customer enquiries contact details:	OfficeOfDPO@greatermanchester-ca.gov.uk.
Data Protection Officer:	Phillipa Nazari, Greater Manchester Combined Authority

1. This Privacy Notice sets out how the Greater Manchester Combined Authority (the GMCA) will use information in relation to the Foundational Economy Innovation Fund.

What personal data are we collecting?

2. As part of the application process, we will be collecting the following data from applicants:
 - a. Business Address
 - b. Contact Email Address
 - c. Contact Telephone Number
 - d. Name of day-to-day contact
 - e. Any additional personal data submitted in the project description

Why are we collecting your personal data?

3. Your personal data is being collected as an essential part of the application process. Your personal data will help make sure your application is reviewed appropriately and to ensure that we contact the right people regarding the outcomes of the process.

How will your data be used?

4. Applications will be collected via an online form on the GMCA website.
5. We will use your personal data to contact you regarding your application.
6. If your application is successful, the GMCA will be in contact regarding sharing your data with 3rd parties who will be delivering a Development Offer and Community of Practice as part of this

program. These third parties would use your personal data to contact you in order to deliver these functions.

7. We will share information with fraud prevention agencies that will use it to prevent fraud and money laundering and to verify your identity.

Legal basis for processing your personal data

8. The GMCA will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
9. The lawful basis that applies to this processing is Article 6 (1) (e) of the UK GDPR; that processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

How long will we keep the personal data for?

10. If your application is successful, the GMCA and any third parties you agree to sharing your data with will maintain your personal data until the completion of the post project evaluation, no later than 15/01/2026. This date may be subject to reasonable change and the GMCA will keep you informed of any such changes.
11. If your application is unsuccessful, the GMCA will erase your personal data by 01/09/2023. This date may be subject to reasonable change and the GMCA will keep you informed of any such changes.

How will we ensure the security of your data?

12. The GMCA is committed to the security of the information we collect, and we use reasonable measures to prevent unauthorised access to that information. We are required to demonstrate that our solutions meet the required levels of personal, procedural, policy, data, and technical security. We will only process personal information for the purposes it has been collected or subsequently authorised.

International Transfers

13. All personal data collected by the GMCA in relation to the Foundational Economy Innovation Fund will be stored in the United Kingdom.

Automated Decision Making

14. We will not use your data for any automated decision making.

What rights do individuals have?

15. The GMCA must comply with the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018. Under data protection law, your rights include:
- a. Your right of access - You have the right to ask us for copies of your personal information.
 - b. Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
 - c. Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
 - d. Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
 - e. Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.
 - f. Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
16. You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.
17. If you wish to make a request, please contact us at:
- Email: officeofdpo@greatermanchester-ca.gov.uk
- Post: Office of the DPO GMCA, Tootal Buildings, 56 Oxford Street, Manchester, M1 6EU

Making a complaint

18. If you are not satisfied with how the GMCA is using the information we hold about you, please contact our Data Protection Officer by emailing officeofdpo@greatermanchester-ca.gov.uk.
19. If you are still not satisfied with the GMCA's response to any request to exercise your individual rights, or if you believe that the GMCA is not processing your personal data in accordance with the law, you can contact the Information Commissioners' Office:
- Telephone: 0303 123 1113.
- Online: <https://ico.org.uk/make-a-complaint>
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

6. Terms and Conditions

1. Completing the application form you will need to confirm the following via the relevant questions:
 - a. That you are the Owner or Director of your organisation, or that you have the authority to submit this application on behalf of your organisation
 - b. Confirm you are an individual or a constituted organisation that can receive public funds
 - c. That if your project dependent on additional public funds or specific co-operation with public bodies, aside from funding from the Foundational Economy Innovation Fund that this secured or agreed in principle
 - d. If you have received any public sector funding in the last 3 years
 - e. Are able to provide one of the following as part of our due diligence process if requested should you be successful
 - i. A copy of your audited accounts for the last two years
 - ii. A statement of the Turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position, and Statement of Cash Flow for the most recent year of trading for this individual or organisation
 - iii. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position
 - iv. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, or charity accruals accounts)
 - f. That you have read and understood the guidance documentation included in this application pack and agree to its terms.
 - g. That you read, understood and consent to your data being used as outlined in the privacy notice included in the application pack.
 - h. You declare that the information you have given is correct and complete. You must also declare that, except as otherwise stated, you have not made an irrevocable commitment to the project which forms the basis of this application.
 - i. You understand that the Greater Manchester Combined Authority shall not be held liable for any expense incurred during the preparation, submission, or assessment of the application.
 - j. You understand that any offer may be publicised by means of a press release giving brief details of the project and the amount of support offered, and that if successful, the project may be selected to be used as a case study.

- k. I understand participation in the “Community of Practice” will be mandatory, including the sharing of information (where reasonable) about their projects with GMCA and other people in the Community of Practice to maximise shared learning.
- l. You understand the information collected will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering, to verify our identity and perform credit checks. If fraud is detected, you could be refused certain services, finance, and employment.
- m. You understand that if I give information that is incorrect or incomplete, support may be withheld or reclaimed and action taken against you. You understand that the Greater Manchester Combined Authority is likely to seek prosecution in cases of fraud or attempted fraud.
- n. You understand that should the project result in a publicly procured service it will need to fully comply with the relevant Procurement Regulations. The Greater Manchester Combined Authority will seek at this time to ensure a level playing field for all potential applicants and no advantage (perceived or otherwise) should be given to the project deliverer.

7. Link To Application Form

1. The application form can be accessed via the following link:
<https://forms.office.com/e/cXvQXtBMgK>
2. Please email gmcaeconomy@greatermanchester-ca.gov.uk regarding any queries or issues