

Guidance on completing the HOTSW LEP Project Outline Form

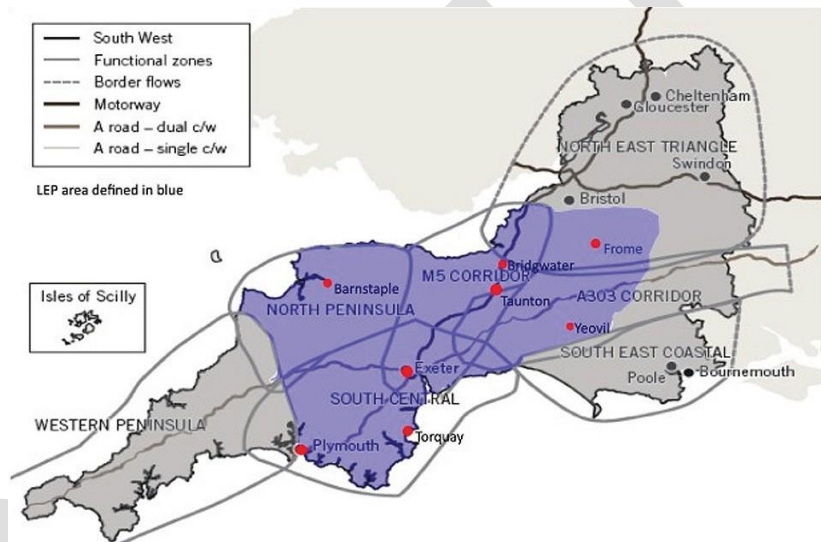
To put your project forward for consideration for HOTSW Growth Deal 3, complete the Project Outline form and email it to projects@heartofswlep.co.uk by the closing date of 14th September 2015.

For background information on the HotSW LEP and Growth Deal Funding – see attached briefing note “Briefing Growth Deal 3 Final”

For eligibility criteria and priorities – see attached briefing note and question guidance below.

Eligible area:

Projects within the region shown tinted blue on the map below are eligible to apply for funding from HOTSW LEP.



Go to: <http://www.heartofswlep.co.uk/area-map> for a more detailed map.

Guidance on Individual Questions

This section provides guidance on how to complete the questions. The appraiser will score responses to questions using a 0-4 system, where 0 – very poor fit with HOTSW requirements

- 1 – poor
- 2 – average
- 3 – good
- 4 – very good

Highlighted questions will be scored. Responses to other questions will support decision-making on project deliverability and viability.

Question Number	Guidance
Project Summary Section	
1.1 Project name	Project name

1.2 Project sponsor / Lead applicant	Lead applicant organisation details, including contact details
1.3 Key partners	Includes all financial contributors plus organisations which have an interest and need to be consulted on decisions.
1.4 Type of Applicant	Provide type of organisation e.g. public body, private organisation, social enterprise, voluntary sector, community, higher education, further education
1.5 Project description	Provide a summary of the project, its aims and exactly what deliverables the funding would be spent on and outputs achieved from this. 300 words max.
1.6 LEP area	See map above and weblink. Describe LEP areas covered by this project. Include areas outside of HotSW for context, where relevant. e.g. consider whether: <ul style="list-style-type: none"> • Whole LEP area benefitting • Multiple parts of LEP area benefitting • One community benefitting
1.7 Start date and completion date	Provide dates - as accurate as possible
1.8 Funding Overview	Provide an overview of costs and LEP funding requested
2. Strategic Case Section	
2.1 Project need, including evidence. How will people and organisations benefit?	<p>Include detail on evidence of demand for the project, gaps in current provision that would be filled and evidence of current market failure. For example, state of current facilities, evidence of demand etc</p> <p>This should state which groups of people and organisations (especially HotSW area businesses) the project will help. For example: High growth dynamic businesses targeted; LEP key sectors targeted; groups of people helped into higher value employment; Is the project connected to any wider regeneration initiatives or infrastructure developments?</p> <p>Scoring:</p> <ul style="list-style-type: none"> • High: Good and sound evidence provided on demand for the project and the need it is addressing. • Med: Some evidence of demand, and/or gap filling or market failure provided. • Low: Little sound evidence provided.
2.2 How does the project support the HotSW LEP's Strategic Economic Plan	<p>Provide detail of how your project fits with the Heart of the South West's Strategic Economic Plan (SEP)</p> <p>LEP SEP: http://www.heartofswlep.co.uk/sites/default/files/user-88/SEP-%20Final%20draft%2031-03-14-website.pdf</p> <p>Scoring:</p> <ul style="list-style-type: none"> • High – drives forward and complements growth in key sectors in a wide geographical area in the LEP. Supports and complements infrastructure delivery listed within the SEP. Strongly addresses barriers to growth and needs identified within SEP. • Medium – helps to address some growth in key sectors, directly, or indirectly and benefits the economy in more than just immediate project locality. Some links to SEP made. • Low – of some local benefit.
2.3 Links to local growth strategies	<p>Provide details of how your project fits with other local growth strategies. For example:</p> <p>Devon: http://www.devon.gov.uk/strategy-for-growth-2013-2020.pdf</p>

	<p>Torbay:</p> <p>http://www.torbaydevelopmentagency.co.uk/dbimngs/Torbay%20Economic%20Strategy%202013-2018.pdf</p> <p>Somerset:</p> <p>http://www.somerset.gov.uk/policies-and-plans/plans/somerset-growth-plan/</p> <p>Plymouth:</p> <p>http://www.plymouth.gov.uk/les_review_full.pdf</p>
3. Economic Case Section	
3.1 Alternative project options and funding sources explored? Why is LEP Strategic Capital funding the best option?	Demonstrate that alternative funding has been seriously explored and appraised and show clearly that use of funds being applied for through the LEP would be the most appropriate funding route.
3.2 Demonstration of Value for money	The project appraiser/s for the LEP will carry out a cost benefit analysis using the data provided in 4.1. This question enables a narrative around the value received from the investment to be provided.
4. The Commercial Case Section	
4.1 Anticipated project outputs	This will enable assessors to ensure the project helps the funding programme meet its overall output requirements. This data will also be used to carry out cost benefit calculations by assessors. Please see annex below for a list of standard output definitions.
4.2 Delivery of outputs	Provide narrative to justify the outputs forecast – how will these be achieved ? How confident are you of the ability for these to be achieved?
4.3 On-going running and maintenance	As part of the requirements of this funding stream we do not generally provide revenue funding. To ensure the ongoing delivery of project outputs, we will need to assess the longer term viability of any project.
4.4 Uncertainty, risks and mitigation to delivery and future operation	Identify any risks to delivery of this project and future operation and proposed mitigation e.g. commercial risks such as market demand, financial risk such as cost escalation, technical risks, and management risks.
5. The Financial Case Section	
5.1 Costs, funding ask and match funding amounts	<p>This will enable project assessors to ensure that the project is deliverable within the overall funding programme criteria, as part of the overall mix of projects.</p> <p>Scoring:</p> <ul style="list-style-type: none"> • High: Intervention rate <30%, Private match leverage • Med: Intervention rate 30-50% Private or public match leverage

	<ul style="list-style-type: none"> Low: Intervention rate >50%, little private leverage
5.2 Match funding detail	<p>Include sources of match funding identified as well as type e.g. private or public, grant and/or loan, other. This will enable project assessors to assess the eligibility and deliverability of match funding.</p>
5.3 Issues with payment in arrears	<p>The LEP generally makes payment in arrears. In exceptional circumstances and subject to funding availability there may be a small amount of flexibility regarding this, related to critical impacts on project delivery.</p>
6. The Management Case	
6.1 Project Management	<p>Demonstrate your organisation's capacity to manage funds and deliver the project with examples from previous experience as applicable.</p>
7. Compliance and Good Practice	
7.1 Current status of plans and statutory consultations (if required).	<p>Include information on project progress and consents required, for example surveys, architect's plans, planning permission, environmental permits; public inquiries and community consultations.</p>
7.2 Consideration of Environmental Impacts and project sustainability	<p>Demonstrate that environmental and sustainability aspects of your project have been considered.</p>
7.3 State Aid	<p>As a result of the project will any organisations become direct beneficiaries of Government grant funding, or direct payments over and above EU thresholds? Will state aid notification be required or will an exemption apply? For more information on state aid please see https://www.gov.uk/state-aid For clear guidance on state aid issues at the next business case stage you will need to seek legal advice.</p>
7.4 potential conflicts of interest	<p>Please outline any potential conflicts of interest for applicant and partners, directly associated with the project</p>
7.5 Equalities Impacts	<p>Demonstrate that equalities impacts have been considered. For example, will this create a negative impact on a protected characteristic? Will all eligible people be able to access the service ? Note: An equalities impact assessment will be needed at the full business case stage.</p>

Annexe: Outputs Definitions



Output definitions for
funding agreements.xl