

## PROJECT OUTLINE

To put your project forward for consideration for HOTSWE funding, please complete this brief form and email it to [projects@heartofswlep.co.uk](mailto:projects@heartofswlep.co.uk)

### Part 1 – Project Overview

<b>1.1 Project name</b>	
<b>1.2 Project sponsor / Lead applicant Organisation name</b>	
<b>Contact details for lead applicant</b>	
<b>1.3 Key partner(s)</b>	
<b>1.4 Type of applicant (i.e. public, private, voluntary &amp; community sector)</b>	
<b>1.5 Project Description (300 words max)</b>	
<b>1.6 HotSW LEP areas covered – where will the project be sited and what area will benefit?</b>	
<b>1.7 Project start and completion dates</b>	Proposed start date:  Proposed completion date:
<b>1.8 Funding overview</b>	Total project cost:  Total LEP funding requested:

## Part 2: The Strategic Case – Is it needed?

<p><b>2.1 Outline why the project is needed and how you know this. How will people and organisations benefit from the project? (300 words max)</b></p>	
<p><b>2.2 How does the project support the HotSW LEP's Strategic Economic Plan? (150 words max)</b></p>	
<p><b>2.3 How does the project support other local plans and strategies? (150 words max)</b></p>	

## Part 3: The Economic Case – Is it value for money?

<p><b>3.1 Have alternative project options and funding sources been explored? Why is LEP Strategic capital funding the best option? (100 words max)</b></p>	
<p><b>3.2 How will this project demonstrate value for money? (note qu 4.1 below) (150 words max)</b></p>	

## Part 4: The Commercial Case – Is it Viable?

<p><b>4.1 What are the anticipated project outputs? Complete those which apply and add additional outputs as necessary. See guidance for more information on outputs definitions.</b></p> <p><i>The appraiser will carry out a cost benefit analysis, so it is important the outputs provided are realistic and</i></p>	<p><b>Output</b></p>	<p><b>Total 2017/18-2020/21</b></p>
	<p><b>New businesses created</b></p>	
	<p><b>Business safeguarded</b></p>	
	<p><b>Jobs created (direct)</b></p>	
	<p><b>Jobs created (indirect)</b></p>	
	<p><b>Jobs safeguarded</b></p>	
	<p><b>Training places offered</b></p>	

<i>able to be evidenced in future (see guidance).</i>	<b>New business floorspace created</b>	
	<b>New homes constructed</b>	
	<b>Learners supported</b>	
	<b>Other (e.g. transport outputs)....</b>	
<b>4.2 How will you deliver the outputs ? Justify the outputs you have provided. (150 words max)</b>		
<b>4.3 How will the on-going running and maintenance of the project be ensured after the capital build element of the project has finished? (150 words max)</b>		
<b>4.4 What uncertainty or risks are associated with delivering the project and its future operation, and what is being done to mitigate these? (150 words max)</b>		

### Part 5: The Financial Case – Is it Affordable?

<b>5.1 How much will the project cost? How much is required from the LEP and how much match funding is secured / anticipated?</b>		15/16	16/17	17/18	18/19	19/20	20/21	TOTAL
	<b>Total Costs (£)</b>							
	<b>LEP funding requested (£)</b>							
	<b>Match secured (£)</b>							
	<b>Match anticipated (£)</b>							

<p><b>5.2 Who is providing the match funding? Is this borrowing, reserves or grant?</b></p>	
<p><b>5.3 LEP funding is usually paid in arrears.</b></p>	<p><b>Are you able to cashflow your project ? Yes/No If not, why?</b></p>

### **Part 6: The Management Case – Is it Deliverable?**

<p><b>6.1 How will the project be managed and which organisation will undertake the project management role? Does the lead organisation delivering the project have experience of undertaking similar projects? (300 words max)</b></p>	
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### **Part 7 – Compliance and Good Practice**

<p><b>7.1 Describe current status of your plans and next steps to bring forward the project eg current status of planning permission, architectural plans, surveys etc. Are there any consents your project requires? (300 words max)</b></p>	
<p><b>7.2 Have you considered environmental impacts of your project and its sustainability ? Pls detail any requirements/surveys etc</b></p>	
<p><b>7.3 Explain how you comply with state aid rules in applying for this funding.</b></p>	
<p><b>7.4 Are there any potential conflicts of interest associated with the project?</b></p>	
<p><b>7.5 Equalities impact analysis – will all eligible people be able to access the service?</b></p>	

**Name of person completing EOI.....Date.....**