Digital Investment Programme –

Business Case Template

<PROJECT TITLE>

**Part 1 – Project Overview**

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| 1. **Project Details - Summary** | | |
| * 1. Project Name |  | |
| * 1. Project sponsor /   Lead applicant / Organisation name |  | |
| * 1. Contact Details |  | |
| * 1. Key Partner(s) |  | |
| * 1. Accountable Body |  | |
| * 1. Type of Applicant   (i.e. Public, Private, Voluntary and Community Sector) |  | |
| * 1. Aim of the project and brief project description, including the location of the project |  | |
| * 1. LEP Areas covered |  | |
| * 1. Lead LEP Area |  | |
| **Proposed Start Date\*** *i.e. date from which eligible expenditure will be incurred* | **Proposed Financial Completion Date\***  *i.e. date by which eligible costs will have been defrayed* | **Proposed Project Practical Completion Date\***  i*.e. date by which all Outputs/Results will be achieved* |
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| * 1. **Key Project Milestones**   *(Taken from Table 4a of the Business Case)* |  |
| * 1. **Outputs by year**   *(Taken from Table 4b of the Business Case)* |  |
| * 1. **Spend Profile**   *(Taken from Table 5b of the Business Case)* |  |

**Part 2 – Case for Investment**

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| 1. **The Strategic Case – Is it Needed?**   In this section, please provide:   1. The rationale for your project(s); 2. Details of any local, sub-regional or national policies and strategies that your proposal supports (this should include the HotSW LEP’s Build Back Better Plan and Local Industrial Strategy); 3. A list of Project Objectives; 4. Evidence of demand for the project, e.g. addresses market failure |
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| 1. **The Economic Case – Is it Value for Money?**   In this section, please provide:   1. Details of project costs and benefits; 2. Information about any other options considered and why they were not pursued; 3. Details of how you have ensured the greatest return on investment. |
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| 1. **The Commercial Case – Is it Viable?**   In this section, please provide:   1. A list of the project’s key milestones, which clearly relate to the objectives listed in **2c. The Strategic Case;** 2. Anticipated project outputs by year; |
| |  |  | | --- | --- | | 1. **Key Project Milestones** | **Delivery Date** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | | **Outputs** | **2022/23** | **2023/24** | **2024/25** | | BUSINESS – New Businesses created |  |  |  | | BUSINESS – Businesses safeguarded |  |  |  | | PEOPLE – Jobs created (direct) |  |  |  | | PEOPLE – Jobs created (indirect) |  |  |  | | PEOPLE – Jobs safeguarded |  |  |  | | PEOPLE – Training places offered |  |  |  | | PLACE - New infrastructure delivered |  |  |  | | PLACE - Infrastructure safeguarded |  |  |  | | *Other…please give details here* |  |  |  | | *Other…please give details here* |  |  |  | | *Other…please give details here* |  |  |  | |

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| 1. **The Financial Case – Is it Affordable?**   In this section please provide:   1. Project Budget information, including how these figures and the requirement for grant funding were calculated; 2. The spend profile for the project(s); 3. The status of match-funding offers/sources. |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **HotSW LEP (£)** | **Public Match (£)** | **Private Match (£)** | **Total (£)** | **Contribution rate (%) (a)/(d) x 100** | **Total public funding (%) (a+b)/d 100** | | Capital |  |  |  |  |  |  | | Revenue |  |  |  |  |  |  | | **Sub Total** |  |  |  |  |  |  | | **TOTAL** |  |  |  |  |  |  | |  |  |  |  |  |  |  | |
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| |  |  |  |  | | --- | --- | --- | --- | | 1. **Spend Profile** | **2022/23** | **2023/24** | **2024/25** | | Phase/Project 1 |  |  |  | | Phase/Project 2 |  |  |  | | Phase/Project 3 |  |  |  | | Phase/Project 4 |  |  |  | | Total Amount |  |  |  | |
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| |  |  |  | | --- | --- | --- | | 1. **Source** | **Value** | **Status (in principle, committed, received)** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| 1. **The Management Case – Is it Deliverable?**   In this section, please provide:   1. Some background to the Lead Accountable Body, its track record in project management; and the skills and resources available to this project, including any accounting and software controls to be used; 2. A diagram showing the governance structure for the project(s); 3. A description of how you will ensure delivery partners(s) and/or sub-contractors comply with the requirements of funding; 4. A description of the financial management procedures that are, or will be put in place for the project, e.g. for compiling and authorising claims for payment; 5. Details of any dependencies e.g. land acquisition, planning and statutory consents, funding deadlines and conditions; 6. Information regarding your approach to monitoring and evaluation of the outputs and benefits of the project(s). |
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| 1. **Risk Management**   In this section, please provide:  A risk register, highlighting any strategic, reputational, or financial risks identified and detailing associated mitigation measures. | |
| |  |  |  | | --- | --- | --- | | **Key Risk** | **Nature of Risk** | **Mitigation** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | | |

**Section 3 – Compliance and Good Practice**

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| 1. **Subsidy Control**   The applicant to explicitly demonstrate how the project will be compliant with Subsidy Control regulations. |
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| 1. **Declaration – Core Requirements**   By signing this declaration you confirm that **(please delete as appropriate):**   * 1. You **have applied/will apply** the Subsidy Control test for each of the beneficiaries (including the applicant and delivery partners) and provide(d) a clear explanation of any exemptions applied (You may wish to seek legal and procurement advice or visit for more information; <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>   2. You **and/or** your delivery partners **have provided/can provide** a list of the relevant procurements for the project (both contracts already awarded and those that will be let in the event of the project being funded);   3. You **and/or** your delivery partners **have confirmed/can confirm** that processes will be put in place to ensure that all OJEU procurement requirements are met;   4. You and your delivery partners agree to include reference to the HotSW LEP in any publicity associated with your project (and agree, in principle, to accept any additional publicity requirements, to be confirmed within the terms and conditions of a final grant offer);   5. You **and/or** your delivery partners **have completed/will complete** an equalities impact assessment that exceeds the statutory minimum requirements;   **Declaration – Business Theme Requirements**   * 1. In addition to, or as part of the above impact assessment, you **and/or** your delivery partners **have completed/will complete** an appropriate sustainability assessment for the project(s).   Please indicate where the above information has been provided within this Template and/or list all supporting documents submitted with this Business Case below.  You can also use this space to provide additional information, not provided elsewhere, in support of your project. | |
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| Signed: | Date: |