**SEMLEP 2019 Bidding Round: LGF Pro-forma**

This is the application form for SEMLEP partners to bid for local growth funds to support capital projects in the autumn of 2019. The objective is to find immediately deliverable projects for spend in 2020/21 and a pipeline of priority projects across the South East Midlands Area for future funding opportunities.

This process has been designed to be compliant with the [SEMLEP 2019 Assurance Framework](https://www.semlep.com/modules/downloads/download.php?file_name=1382). This document sets out how SEMLEP meet the standards expected of LEPs in managing public money and the process for prioritising projects. We recommend that any partners completing the proforma read Chapter 3 of the Assurance Framework which sets out the process for managing a bidding round. For more details please contact [lgf@semlep.com](mailto:lgf@semlep.com)

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| **Project Information Pro-forma**  **LOCAL GROWTH FUND 2019**  **GUIDANCE FOR COMPLETING THE PROJECT TEMPLATE** |
| You need to complete a separate template for each project. Please complete the information in the following boxes; these are not fixed guides and where appropriate the text box will extend. Please respond as concisely and accurately as possible. Any supporting evidence or documents can be submitted separately rather than copied across in full. Please reference supporting material clearly. The criteria for the appraisal are set out in the Assurance Framework and the appraisal will be carried out by consultants independent from SEMLEP using appraisal techniques based on the HM Treasury Green Book principles.  Please note that this is a **two-stage process.** If your project is successful in achieving an initial approval for funds there will be a second further due diligence stage before a funding agreement is issued.  Due to the proximity of the bidding round to the end of the programme projects will need to be deliverable with funding during 2020/21.  This pro-forma and further brief guidance notes are designed to help you. Please contact the Programmes team at SEMLEP on [lgf@semlep.com](mailto:lgf@semlep.com)  The **closing date** is **12 noon on Friday 1 November 2019** for projects that are immediately deliverable and **12 noon on Monday 6 January 2020** for projects wishing to go into the pipeline. All applications should be emailed to [lgf@semlep.com](mailto:lgf@semlep.com) and will receive an acknowledgement.  Based around available funds, SEMLEP will aim to make initial approval decisions by the end of December 2019 and complete due diligence by the end of March 2020. |

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| 1. **Background details** | |
| * 1. **Project name** |  |
| * 1. **Indicate here if you are applying to the Immediate delivery or Pipeline** | Please circle as appropriate: **Immediate delivery / Pipeline** |
| * 1. **Lead Applicant** |  |
| * 1. **Project lead contact details**   **(name, telephone, email and contact address)** |  |

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| 1. **Project Overview** | |
| **2.1) Project overview and brief**  **description of its specific objectives**  Please provide a **clear and concise** description of the project/ scheme ensuring that you set out key activities in 250 words |  |
| **2.2) Please indicate the 5 Foundations of Productivity theme which is most relevant for this project. More details can be seen in** [Local Industrial Strategy](https://www.semlep.com/modules/downloads/download.php?file_name=1595). | Please cross just one pillar below:   |  |  | | --- | --- | | 1: Ideas |  | | 2: People |  | | 3: Business |  | | 4: Environment |  | | 5: Place |  |  * Please outline the main focus of the project – aims and objectives in 250 words |
| **2.3) Overview of the project timetable**   * When will the project commence on site? (month/year) * What are the first steps to be taken after approval to achieve that star date * What is the project end date? (month/year) |  |
| **2.4) Project partners**  Please outline the partners in the project and indicate the formal commitment to the idea / detailed plans that currently exist.  This should include a description of private sector engagement in the project. |  |

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| **3. Need for Public Sector Intervention and Strategic Fit** | |
| **3.1) What is the evidence of the need for public intervention?**  Clear justification is required for the project and a demonstration of the need for public funding.   * Please explain the gaps /barriers/ opportunities the project will aim address. Specific issues to consider in your response are: * What's the problem that the project is designed to tackle? * Why is public sector intervention needed? * Why this level of investment (large or small)?   This should include reference to any relevant data, primary and secondary research and past project evaluations.   * Details should be given on how the project addresses the identified market failures (a briefing note can be provided on this) |  |
| **3.2) Please set out which strategic objectives of the** [**Local Industrial Strategy**](https://www.semlep.com/modules/downloads/download.php?file_name=1595) **the project delivers** | Please indicate below which strategic objectives the projects delivers:  Please cross those which apply below:   |  |  | | --- | --- | | * To become the ‘Connected Core’ of the Oxford-Cambridge Arc: the place with the space, and connectedness between key innovators and markets, to enable ideas and inventions to be tested, enhanced, commercialised and spun out into high growth ventures. |  | | * To lead the way on the Future of Mobility, through continued investment in the area’s aerospace and advanced engineering excellence, and by pioneering the use of innovative freight technologies and demand-responsive transport.   . |  | | * To put employers at the heart of innovative skills provision and to become the Oxford-Cambridge Arc’s core provider of digital skills, attracting and training the next generation to lead the global digital revolution |  | | * To improve productivity and sustainability in tandem, fuelled by renewable energy, smart and connected transport solutions, and greener vehicles, buildings and design principles. |  | | * To provide an exemplary business environment, with high-quality commercial premises and support for incubator, scale-up, innovation, trade and investment activity within the Arc. |  | | * To trial new approaches to place-making, through the ‘Settlements of the Future’ agenda, and work with partners to promote and enhance natural capital, clean growth, culture and inclusivity. |  | |
| **3.3) Please provide an overview of the strategic case:**   * Explicitly stating how the project will support local objectives (identifying which strategies) * Explicitly stating how the project will support the aims and objectives of the [SEMLEP Strategic Economic Plan (SEP)](https://www.semlep.com/modules/downloads/download.php?file_name=742) and our [Local Industrial Strategy](https://www.semlep.com/modules/downloads/download.php?file_name=1595) * Demonstrating how the project will build upon the strengths and assets of the area including any existing LGF projects or other public infrastructure investment   For example,   * will it unlock further development and remove existing barriers? * will it lead to further job creation, skills development or housing growth? * what will it deliver and how is this important? |  |
| **3.4) How does this project fit with wider government initiatives/ strategies/ thinking?**  Please provide a list of any wider government initiatives/ strategies that this project supports (particularly the Oxford to Cambridge Arc), along with a succinct overview of how it supports them. |  |

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| **4. Investment Profile & Spend, and Private Sector Leverage** | |
| **4.1) What is the total project cost? (£)** |  |
| **4.2) Please stipulate the capital/revenue breakdown of the total cost. Please note that LGF is only a source of capital funding** |  |
| **4.3) What are the levels of leverage in the project, how certain is this and how has this been maximised in the project development and delivery plans?**  Please set out the match provided from the public and private sectors. |  |
| **4.4) Please provide a profile for the investment and a summary breakdown.**  Are these figures supported by a more detailed business planning process?  If so, please provide further supporting material.  Please complete the summary table below:   * Please set out the total costs of the project (including both capital and revenue requirements). * Please set out the amount required from Local Growth Funds * Please provide a breakdown of any other investment **specifying the source, amount and noting below whether or not the funding has been confirmed or indicate when this may be the case.** [Our expectation is that LGF monies will only constitute a portion of overall project costs]. |  |

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| **Financial Profile** | | | | |  | | | |
| **Total Cost (estimate):** | | | £xm | |
| **Local Growth Fund Request: Total** | | | £xm | |  |  | |
| **Funding split** |  | | **20/21** | **21/22** | **22/23** | | **20% reduction** | | **Implications of reduction** | |
| Local Growth Fund | |  |  |  | |  | |  | |
| Private Sector (include name and source) | |  |  |  | |  | |  | |
| ESI Funds | ERDF |  |  |  | |  | |  | |
| ESF |  |  |  | |  | |  | |
| Local Authority (include name) | |  |  |  | |  | |  | |
| Other 1 (include name and source) | |  |  |  | |  | |  | |
| Other 2 (include name and source) | |  |  |  | |  | |  | |
| Other 3 (include name and source) | |  |  |  | |  | |  | |
| **TOTAL** | |  |  |  | |  | |  |  | |

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| **5. Net Economic Impact**  [NB: the methodology used in this section needs to be aligned with the HM Treasury Green Book] | |
| **5.1) Have alternative solutions / projects been considered?**  Please set out the options analysis that has been undertaken and the conclusions of this exercise.   * The options analysis must include a ‘do nothing’/ ‘do minimum’ option * Why was the preferred option chosen? * What options were discounted? |  |
| **5.2) What gross outputs are anticipated from the project?**  These should be direct outputs, and could include the following:   * Jobs created/ supported * Brownfield land brought back into use * Floor space developed * New homes developed * People assisted with learning/ into work   **Please describe the delivery of outputs and then** **fill out the summary table below**, showing the years in which the outputs are expected to be delivered.  [NB: you are not expected to fill out all rows; please only enter expected outputs where relevant. Similarly, the table is not exhaustive, so please add on rows if your project is expected to deliver outputs that are not currently included].  Please ensure this information is complete as this will form part of the value for money analysis of your project and if approved, your funding will be released on the basis of your project delivering these outputs. |  |
| **5.3) Please set out the *additionality* of the project.**  This assessment needs to take account of:   * *Deadweight*: outputs that would have been realised in the absence of the project. * *Displacement:* the extent to which the benefits of the project are offset by reductions in output/ employment elsewhere. * *Attribution:* the extent to which these outputs are delivered by your project rather than another scheme   This section should refer to the additionality over and above existing LGF and other public funding projects. |  |
| **5.4) Are there any equality and diversity distributional considerations?**  Please set out any expected equality and diversity implications of the project (e.g. if one particular group/area looks set to benefit/lose out), including any explicit assessment that has been made of equality/ diversity considerations.  SEMLEP has a [2018 Equality and Diversity Policy](https://www.semlep.com/modules/downloads/download.php?file_name=1256) and we wish to ensure that all funded projects demonstrate compliance with this policy. Please set out how this project will address equality and diversity and address discrimination risks.  These actions and/or mitigation should be included in the management and monitoring of the project after approval. |  |

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| **6. Wider Impacts** | |
| **6.1) Are there any wider social impacts from the project?**  Please set out any expected wider indirect impacts from the project, which it was not possible to estimate in Section 5. These might include economic, social impacts. In addition to the social impacts we would expect this to include an indicator of the impact on GVA.  Please set out both the expected scale of these impacts, and also the likelihood of their occurring, along with any supporting evidence.  You should also make reference to the social value of the project and the wider social benefits that may or could arise from delivery and have been considered in your project planning. |  |
| **6.2) Are there any natural environment impacts from the project?**  SEMLEP has a [2019 Sustainable Development Policy](C://Users/Lucinda.Young/AppData/Local/Microsoft/Windows/INetCache/IE/9612XEU1/SEMLEP%20Sustainable%20Development%20Policy%20updated%20JJUNE%202019%20WEB%20READY.pdf) and we wish to ensure that all funded projects demonstrate compliance with this policy.  Please indicate if the proposal likely to affect:  • The use or management of land or landscape  • The atmosphere including air quality, emissions, noise or tranquillity  • Inland water  • Biodiversity including fauna and flora  • The supply of raw materials, renewable and non-renewable or the natural environment  • Opportunities for recreation in the natural environment in urban and rural areas  If the answer to these are ‘yes’ then the project will be expected to undertake further assessment and mitigation and set this out in this proforma and/or business case with further details in the due diligence phase. This mitigation should be included in the management and monitoring of the project after approval. |  |

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| **7. Value for Money**  [NB: the methodology used in this section needs to be aligned with the HM Treasury Green Book] | |
| **7.1) What assessments have been made of cost/ affordability?**   * Is the amount of funding requested the minimum required to deliver the project? * Have other funding sources been ruled out? * Is the project scalable? |  |
| **7.2) Are there any relevant commercial considerations?**   * Does the project offer any potential to generate a commercial return to pay back the investment? |  |
| **7.3) Has a cost-benefit/ other value for money analysis been undertaken and what are the results of this analysis?**  Please provide confirmation that this has been done in line with Green Book methodology (e.g. that discounting has been used to convert costs and benefits to present values). |  |
| **7.4) Has any sensitivity testing/ adjustments for Optimism Bias been undertaken and if so, what were the results?** |  |

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|  |  |  | | | 2021/22 | 2022/23 | | 2023/24 | 2024/25 | 2025/30 | | **Total** | |
| **Business Support** | **Type** | **Definition** | | |  |  | |  |  |  | |  | |
| Businesses Assisted | Directly Assisted | No of businesses receiving advice or support (minimum 12 hours). Please specify how businesses assisted (i.e. type of support received).  Businesses can only be counted once. | | |  |  | |  |  |  | |  | |
| **New Business Created** | | New business starts trading and is expected to be sustained for 12 months as a direct result of the intervention. | | |  |  | |  |  |  | |  | |
| **Skills Support** |  |  | | |  |  | |  |  |  | |  | |
| People Assisted | With Learning | Individuals of a working age enrolling in training or learning as a direct result of the project.  Please specify type of training or learning. | | |  |  | |  |  |  | |  | |
| Into Work | Individuals assisted towards getting a job. Assistance may include provision of information, advice and guidance, return to work training, advice on starting a business.  Individuals should be of a working age (over 16 years) and either unemployed or economically inactive or in employment at risk.  Please specify how supported. | | |  |  | |  |  |  | |  | |
| **Learners Benefitting from Improved Facilities (m2 space)** | | Any direct improvement to facilities which will benefit learners. Please specify type of space supported. | | |  |  | |  |  |  | |  | |
| **Economic develop’t/ Physical develop’t** |  |  | | |  |  | |  |  |  | |  | |
| Floor Space Directly Developed (m2) | Office | New office floorspace directly developed as a result of project (m2) | | |  |  | |  |  |  | |  | |
| Industrial | New industrial floorspace directly developed as a result of project (m2) | | |  |  | |  |  |  | |  | |
| Learning | New Learning (skills, training centre, HE/FE Facility) floorspace directly developed as a result of project (m2) | | |  |  | |  |  |  | |  | |
| Hectares of brownfield Land Bought back into use | Housing | Total number of hectares of brownfield land reclaimed to an acceptable condition and/or redeveloped into effective use.  This could involve removing physical constraints or reclamation issues such as dealing with contamination. This also includes development on.  Please specify how brownfield land has been bought back into use. | | |  |  | |  |  |  | |  | |
| Employment Land | Total number of hectares of brownfield land reclaimed to an acceptable condition and/or redeveloped into effective use.  This could involve removing physical constraints or reclamation issues such as dealing with contamination. This also includes development on.  Please specify how brownfield land has been bought back into use. | | |  |  | |  |  |  | |  | |
| New Homes Developed | | Number of new homes directly developed as a result of the project. | | |  |  |  | |  |  | |  | |
| Facilities Developed/ Improved (m2) | Educational | m2 of educational facilities which have been developed or improved directly as a result of investment.  Please specify how developed or improved. | | |  |  |  | |  |  | |  | |
| Cultural | m2 of educational facilities which have been developed or improved directly as a result of investment.  Please specify how developed or improved. | | |  |  |  | |  |  | |  | |
| **Transport** | |  | | |  |  |  | |  |  | |  | |
| **Miles of Road Improved** | | Please specify how many miles of road will directly be improved and how. | | |  |  |  | |  |  | |  | |
| **Miles of new road** | | Please specify how many miles of new road will directly be created as a direct result of the project. | | |  |  |  | |  |  | |  | |
| **Road Users Benefitting From Improved Capacity** | | How many additional road users will directly benefit from improved capacity. Please state methodology. | | |  |  |  | |  |  |  | | |
| **Travel Time Reduced** | | Please specify total travel time savings.  Please state methodology. | | |  |  |  | |  |  |  | | |
| **Others** | |  | | |  |  |  | |  |  |  | | |
| **Direct Gross Jobs Created** | | A job created can be defined as a new, permanent, paid, full time equivalent (FTE).  FTE = Paid work of 30 hours or more per week. Convert part time jobs to FTE on pro rata basis based on hours.  A new job should not have existed in the area (or with that employer in the UK) before the intervention. | | |  |  |  | |  |  |  | | |
| **Indirect gross jobs created** | | Indirect jobs are those that will be created as a result of the project but not directly, such as; a project helps a business grow and they create 10 direct jobs, due to the company growth 5 more jobs are created within the supply chain, these jobs would be defined as indirect.  A job created can be defined as a new, permanent, paid, full time equivalent (FTE). When we refer to sustainable this can be defined as 12 months+.  This includes construction jobs and should be FTEs.  Please describe how these will be created. | | |  |  |  | |  |  |  | | |
| **Jobs Safeguarded** | | A job safeguarded can be defined as an existing (i.e. occupied) permanent, paid, full time equivalent (FTE) job which is at risk.  At risk is defined as being forecast to be lost normally within 1 year i.e. the jobs at risk must be specified, or if sector is in long-term decline a longer period might be appropriate.  May be counted when the relevant job:   * is forecast as at risk when the intervention with the business is approved, and * is still in existence (occupied) at the time of counting; and   is no longer at risk of being lost within a year. | | |  |  |  | |  |  |  | | |
| **Contribution to economic output (GVA)** | | Gross Value Added (GVA) is a key indicator of the wealth of an area, particularly in terms of the value of its production, and reflects the area's industrial and commercial structure being affected by levels of employment, unemployment, earnings and company profitability.  Have you calculated the GVA of the impact of the project?  If so, please set out below and explain how this has been calculated.  This will help to take into account projects where the main economic output is not just in terms of job creation. | | |  |  |  | |  |  |  | | |
| **Reduction in C02** | | Will the project help to reduce carbon dioxide emissions? Please specify tonnes of CO2 and specify how this has been calculated. | | |  |  |  | |  |  |  | | |
| **Provide more if applicable…** | |  | | |  |  |  | |  | | |  |

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| **8. Deliverability** | | |
| **8.1) When is the project expected to commence and complete?**  **Due to the terms of the funding, the project needs to complete no later than July 2021.** |  | |
| **8.2) Describe your project plan and please supply a detailed plan with phased delivery including key milestones. Please supply a detailed risk register with your application.** |  | |
| **8.3) Is your project reliant on any other activities going ahead first before your project can be delivered?** |  | |
| **8.4) Is your project reliant on any other project happening afterwards to deliver the expected outputs?** |  |
| **8.5) Is the project subject to any land ownership issues?**  Please indicate if any land issues have been identified and provide details of any planned/realised resolution. |  |
| **8.6) Does the project require planning permission?**  Please indicate if any planning issues have been identified and provide details of any planned/ realised resolution, including the status of your application. |  |
| **8.7) Are there any State Aid issues?**  Please confirm how your project is compliant with State Aid rules.  You need to provide state aid advice from a solicitor to confirm your analysis with your application.  If you have any questions about this then please contact [lgf@semlep.com](mailto:lgf@semlep.com) |  |
| **8.8) Have feasibility and design works been completed?**  Please indicate if all feasibility and design work has been completed and provide a summary of the relevant details. |  |

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| **8.9) Please summarise the key risks and issues to delivery**  Risks may include those identified above (such as not gaining planning permission) as well as other risks such as funding not coming forward. Please attach an up to date risk register. |  |
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| **9. Management Structures** | |
| **9.1) Please detail the project management arrangements that will be in place.**   * Does the team have the right experience and capacity to deliver the project? * Are the timescales realistic? * Please include details of roles and responsibilities including on the project board |  |
| **9.2) Please describe how you will ensure your project will deliver on time and on budget.** |  |
| **9.3) Please describe in 250 words an example of a comparable project that has been delivered to time by your organisation.** |  |
| **9.4) Please describe the financial viability of your organisation to confirm the standing of your organisation to receive these funds and deliver this scheme.** You may later be asked to provide three years audited accounts. |  |

Thank you. This should provide us with sufficient information to appraise your project. If we need further information, we will aim to come back to you. Please do send us further documents as attachments to support your case.

SEMLEP appreciates very much for your time and attention to this important matter in making the investment case for your local area and the wider South East Midlands economy.

The **closing date** is **12 noon on Friday 1 November 2019** for projects that are immediately deliverable and **12 noon on Monday 6 January 2020** for projects wishing to go into the pipeline.