

**GREATER LINCOLNSHIRE LEP: OUTLINE BUSINESS CASE**

**GREATER LINCOLNSHIRE LEP: EXPRESSION OF INTEREST**

**Application for Greater Lincolnshire LEP Funding**

**Clean Growth Accelerator Fund**

**Outline Business Case**

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| --- | --- | --- | --- |
| **Project Name** |  | **Project Ref:** | LEP to Complete |
| **Project Location** | (Please include site plan as appendix) | | |
| **Site ownership** |  | | |
| **Planning Application Ref** |  | | |

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| **Total Project Value (£)** |  | **LEP Funding Sought (£)** |  |
| **Fund Name** | (e.g. Single Local Growth Fund) | | |
| **LEP area(s) covered** |  | | |

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| **Lead Applicant** |  | | |
| **Organisation Type** |  | | |
| **Applicant Address** |  | | |
| **Main Contact Person** |  | | |
| **Contact Email** |  | **Telephone** |  |

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| **Project Summary**  (Please keep as brief as possible as this will be used for publicity purposes and uploaded onto the GL LEP website) | 1. *Economic Impact* 2. *Delivery of Greater Lincolnshire LEP Priorities (including Economic Plan for Growth and Covid Recovery Plan)* 3. *Links to the Government's Ten Point Plan for a Green Revolution and UK Innovation Strategy* |

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| **Project Start Date** | **Financial Completion Date** | **Practical Completion Date** | **Activity Completion Date** |
| *date from which eligible expenditure will be incurred* | *date by which eligible costs will have been defrayed* | date by *which all Outputs/Results will be achieved* | *the date by which all the operation’s activities described in the application will be completed* |
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| **Funding Summary** | | | | | |
|  | **LEP Funding (a)** | **Public Match Funding (b) – please state** | **Private Match Funding (c)**  **Please state** | **Totals (d)** | **Contribution Rates**  **(if applicable)**  **(a)/(d) x 100** |
| **Capital** |  |  |  |  |  |
| **Revenue** |  |  |  |  |  |
| **Totals** |  |  |  |  |  |

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| **Delivery Partners** | | | | |
| Will you work with other organisations to deliver this project? | **YES** |  | **NO** |  |
| If YES, please state which other lead partners will be involved in delivery. | | | | |

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| **1. Deliverability** |
| **1.1 What is the Project?**  (Please summarise in 100 words or less. More specific details can be provided in other sections of the form) |
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| **1.2 How will the project be delivered, to and by whom?**  Briefly explain:   * The specific activities that will be undertaken as part of the project * Who are the target beneficiaries? * Where the project’s activity will take place |
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| **2. Project Need** |
| **2.1 Why is the project needed in Greater Lincolnshire?** |
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| **2.2 What research or evidence has been undertaken to demonstrate the need, demand or impact of this project? Please attach or provide links to completed studies and impact assessments where available.** |
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| **2.3 Please explain how the project will deliver the strategic objectives of the Local Enterprise Partnership area and will demonstrate alignment with other local growth priorities. Please include how you will deliver against the** [**Economic Plan for Growth 2021**](https://www.greaterlincolnshirelep.co.uk/assets/documents/2875_GL_LEP_Revival_Plan_ART_-_No_logos_page.pdf) **and the** [**Covid Recovery Plan**](https://www.greaterlincolnshirelep.co.uk/priorities-and-plans/covid-19/covid-19-recovery-and-restart/)  **How will the project support the key principles of sustainable development – including Equality and Diversity assessments? Will the scheme provide Net Zero Carbon solutions as part of its delivery?**  **Will it support the government's** [**Ten Point Plan for a Green Industrial Revolution**](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fnews%2Fpm-outlines-his-ten-point-plan-for-a-green-industrial-revolution-for-250000-jobs&data=04%7C01%7CHalina.Davies%40lincolnshire.gov.uk%7C4dbf606dd2fb478da99e08d88ba63abe%7Cb4e05b92f8ce46b59b2499ba5c11e5e9%7C0%7C0%7C637412893344660356%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cy6vkuZkSTlwKiCpOlTtEfgWAr1se6IP14iHe0p5%2FcQ%3D&reserved=0) |
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| **3. Project Timeline and Milestones**  Please outline the key steps that have been, or will be, completed to ensure delivery of the project |
| |  |  |  | | --- | --- | --- | | **Milestone** | **Forecast Date** | **Comments** | | **RIBA Stage 1** |  |  | | Risk Register created |  |  | | Outline Project Programme developed |  |  | | Initial scheme design complete |  |  | | Feasibility work completed |  |  | | **RIBA Stages 2, 3 & 4** |  |  | | Acquisition of statutory powers |  |  | | Confirmation of Project Brief |  |  | | Community & stakeholder engagement |  |  | | Utility company engagement |  |  | | Detailed design completed |  |  | | Cost Plan produced |  |  | | Planning application submitted |  |  | | Match funding secured |  |  | | Planning permission secured |  |  | | GLLEP Due Diligence Appraisal Submission |  |  | | GLLEP Funding Agreement Completed |  |  | | Procurement process issued |  |  | | Procurement contracts awarded |  |  | | **RIBA Stage 5** |  |  | | Start of construction/scheme |  |  | | Completion of construction/scheme |  |  | | **Post Construction RIBA Stages 6 & 7** |  |  | | Start of activity |  |  | | Claim submission and monitoring underway |  |  | | Outcome review – Evaluation report provided |  |  |   Where RIBA stages do not apply please provide details on any other key work or stages that need to be completed (by when) to ensure delivery   |  |  |  | | --- | --- | --- | | **Milestone** | **Forecast Date** | **Comments** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

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| **4. Options Analysis** | | | | | | |
| **4.1 Why should the project receive LEP funding?** | | | | | | |
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| **4.2 What other funding or delivery mechanisms have been considered to deliver the proposed activity?** | | | | | | |
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| **4.3 Additionality: What will the project deliver above and beyond what would happen anyway?** | | | | | | |
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| **4.4 Scalability: What would happen if reduced LEP funding was available?** | | | | | | |
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| **5. Proposed Costs** | | | | | | |
| **5.1 Funding Profile** | | | | | | |
| **Financial Year** | **Year 1**  **2022/23** | **Year 2**  **2023/24** | **Year 3**  **2024/25** | **Year 4 2025/26** | **Year 5**  **2026/27** | **Total** |
| i) Capital |  |  |  |  |  |  |
| LEP |  |  |  |  |  |  |
| Public |  |  |  |  |  |  |
| Private |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Capital** |  |  |  |  |  |  |
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| ii) Revenue Costs |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| **Total revenue** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total Project Costs** |  |  |  |  |  |  |
| **Total LEP Funding** |  |  |  |  |  |  |

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| **5.2 Please provide more detail on what LEP funding will be specifically spent on** |
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| **5.3 Please detail the key assumptions used in the development of your budget and the research completed to prepare it, including how you ensure that the costs are commensurate with the required quality.** |
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| **5.4 State the source(s) of your match funding, whether it is in place and if not, when is it likely to be confirmed?** |
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| **6. Forecast Outputs** | | | | | | | |
| **6.1 Output Profile** | | | | | | | |
|  | **2022/23** | **2023/24** | **2024/25** | **2025/26** | **2026/27** | **2027/28** | **Total** |
| 1. **Core Outputs (Strategic Economic Plan)** |  |  |  |  |  |  |  |
| Public Investment Leveraged (£) |  |  |  |  |  |  |  |
| Private Sector Investment Leveraged (£) |  |  |  |  |  |  |  |
| Number of new jobs Created (gross) |  |  |  |  |  |  |  |
| Number of Jobs Safeguarded (gross) |  |  |  |  |  |  |  |
| New Clean Growth R&D/Innovation Programme/Project established |  |  |  |  |  |  |  |
| Commercial floorspace refurbished/constructed and occupied (sqm) |  |  |  |  |  |  |  |
| Number of new enterprises supported |  |  |  |  |  |  |  |
| Number of new businesses created |  |  |  |  |  |  |  |
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| 1. **Local Strategic Outcomes** |  |  |  |  |  |  |  |
| Average annual CO2 emissions |  |  |  |  |  |  |  |
| Nitrogen Oxide and particulate emissions |  |  |  |  |  |  |  |
| Contribution to Green Masterplan Net Zero Target by 2050 |  |  |  |  |  |  |  |
| Decarbonisation of the Grid or Heat Production |  |  |  |  |  |  |  |
| EV Charging Points created |  |  |  |  |  |  |  |
| Modern Methods of Construction demonstrated |  |  |  |  |  |  |  |
| Number of entrepreneurial readiness assists progressing to full trading |  |  |  |  |  |  |  |
| Enterprises assisted to cooperate with research entities/institutions |  |  |  |  |  |  |  |
| Number of enterprises supported to introduce new to the market products |  |  |  |  |  |  |  |
| Number of enterprises supported to introduce new to the firm products |  |  |  |  |  |  |  |
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| 1. **Others (please list) \*** |  |  |  |  |  |  |  |
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**\*Please refer to appendices for full list of CGAF indicators**

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| **6.2 Please describe the rationale and assumptions you have made in establishing the outputs and results which will be achieved. This must link clearly to the project’s activity and objectives. Please explain your method for calculating the target levels** |
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| **6.3 Please outline how the project will gather and assess evidence of outputs and results, in line with the LEP's** [**Monitoring and Evaluation Framework**](https://www.greaterlincolnshirelep.co.uk/documents/greater-lincolnshire-lep-growth-deal-monitoring-evaluation-framework-decemb/) |
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| **7. Management & Control** | |
| **7.1 Please describe whether or not the necessary team is in place to carry out the proposed activity in Greater Lincolnshire and if not what the plans are to recruit the relevant expertise? Please insert structure chart, if available.** | |
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| **7.2 UK Subsidy Rules: The Greater Lincolnshire LEP and its accountable body are required to ensure that funding complies with the rules on UK Subsidy. This includes any advantage granted by public authorities through state resources on a selective basis to any organisations/businesses that could potentially distort competition and trade. Please provide an explanation below on how your project might need to be considered in terms of UK subsidy regulations.** | |
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| **7.3 Please explain the key risks identified for the project and how these will be managed and mitigated throughout the project. Please attach separate risk register, if available.** | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Risk** | **Owner** | **Probability** | **Impact** | **Mitigation** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | |
| **8. Supporting documents checklist** |
| Where applicable, please submit the following documents with your Full Application |
| |  |  |  | | --- | --- | --- | | **Document** | **Supporting Notes** | **Applicant’s comments** | | Project Site Plan and copy of relevant planning permissions | Showing clear boundaries of all areas to be included in project |  | | Explanation of match funding arrangements and estimated timescale for approval | The GL LEP will need to understand where match funding will be sourced from in order to demonstrate deliverability of the overall scheme |  | | Detailed cashflow and breakdown of budget | To demonstrate a) cost items are eligible for GL LEP Funds b) the forecast cost c) how the costs will be profiled across the project lifetime. |  | | If applicable, proof of irrecoverable VAT on eligible costs | Please supply proof of irrecoverable VAT on eligible costs |  | | Applicant organisation’s relevant policies, including Equality & Diversity Policy, Sustainability Policy | You are responsible for ensuring any Delivery Partners hold a policy |  | | Gantt Chart | To reflect the key milestones during project set-up, implementation and closure. |  | | Organogram | An up-to-date organisation chart, including the GL LEP Funds project delivery team. Also, for delivery partners, if applicable. |  | | Applicant’s procurement policy if available | Note that LEP procurement rules supersede organisation’s procurement policy |  | | Other | Any other key, relevant, documents you consider should be submitted including project feasibility studies and impact assessments. |  | |

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| **9. Links for further information** |
| [**Local Assurance Framework**](https://www.greaterlincolnshirelep.co.uk/funding-and-projects/other-funding/growth-deal-single-local-growth-fund-slgf/)  [**UK Innovation Strategy**](https://www.gov.uk/government/publications/uk-innovation-strategy-leading-the-future-by-creating-it)  [**UK’s international subsidy control commitments**](https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities/technical-guidance-on-the-uks-international-subsidy-control-commitments)  [**Green Masterplan – Lincolnshire County Council**](https://www.lincolnshire.gov.uk/green-masterplan)  [**modern-methods-of-construction-paper-rics.pdf**](https://www.rics.org/globalassets/rics-website/media/news/news--opinion/modern-methods-of-construction-paper-rics.pdf) |

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| **10. Declaration** |
| I declare that I have the authority to represent [*insert name of organisation*] in making this application. I understand that acceptance of this Application does not in any way signify that the project is eligible for Greater Lincolnshire Local Enterprise Partnership support or that LEP Funds has been approved towards it.  On behalf of [*insert name of organisation*] and having carried out full and proper inquiry, I confirm to the Greater Lincolnshire LEP:   * [*insert name of organisation*] has the legal authority to carry out the project; and * That the information provided in this application is accurate.   I confirm to the Greater Lincolnshire LEP:   * I have informed all persons in relation to whom I have provided personal information of the details of the personal information I have provided to you and of the purposes for which this information will be used and that I have the consent of the individuals concerned to pass this information to you for these purposes. * That I shall inform the Greater Lincolnshire LEP if, prior to any LEP Funds being legally committed to *[name of organisation],* I become aware of any further information which might reasonably be considered as material to the LEP in deciding whether to fund the application. * An explanation of all match funding arrangements to deliver the scheme will be provided to the Greater Lincolnshire LEP prior to the award of LEP Funds. * I am aware that if the information given in this application turns out to be false or misleading the Greater Lincolnshire LEP may demand the repayment of funding and/or terminate a funding agreement pertaining to this Application. * All relevant documents are retained with a view to providing relevant information in the event of an audit or other investigation   I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest. I am aware that if the Applicant commences any project activity, or enters any legal contracts or makes any binding commitments, for which LEP funding is sought (including the ordering or purchasing of any equipment or services before both the formal approval of the project and the execution of the Greater Lincolnshire LEP Funding Agreement), that this expenditure is incurred at the Applicant’s own risk as it may not be compliant with Greater Lincolnshire LEP funding requirements. |
| **Signed ………………………………………….. For and on behalf of the Applicant Organisation**  **Name (BLOCK CAPITALS) ………………………………………….. Date: …………………………………………..** |

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| **11. Next Steps** | |
| **Please forward the completed version of this form by 28th Febraury 2022 to:** [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.uk). | |
| **Name** |  |
| **Address** |  |
| **Email** |  |

**Appendix 1 – CGAF Project Monitoring Core Metrics**

|  | **Unit** | **Frequency** | **Definition** | **Data Source** |
| --- | --- | --- | --- | --- |
| **Inputs** | | | | |
| Expenditure | £, by source | Quarterly | Expenditure defrayed directly on the intervention, broken down into CGAF funds, other public sector funds and private funds. Where expenditure takes the form of grant support to applicants (e.g. skills capital, some business support), the amount of grant paid to successful applicants should be reported (not the amount approved). | LEP Monitoring Information |
| Funding breakdown | £, by source | Quarterly | Non CGAF Funding delivered - including public, private and third sector match funding, broken down by source. This should not include in-kind contributions | LEP Monitoring Information |
| In-kind resources provided | Qualitative | Quarterly | Land, buildings or other assets provided to resource the intervention | LEP Monitoring Information |
| **Outputs** | | | | |
| Jobs connected to the intervention | FTEs | Annually | Permanent paid full time equivalent jobs that are directly connected to the intervention, measured by FTE at predetermined "impact sites". This includes:  - Employment on occupied commercial premises (in the case of site development)  - Employment in supported enterprises (in the case of business or innovation support)  - Employment in FE space directly improved or constructed by the intervention  "Impact" sites are those sites where there has been a demonstrable unlocking impact as a result of CGAF projects - these sites of "impact" are to be mutually agreed by GLLEP in advance of reporting. Excludes jobs created solely to deliver the intervention, e.g. construction jobs. Likely to require primary survey work. Employment is counted gross - no account of deadweight or displacement at the monitoring stage.  All employment must be linked to clean growth sector | Scheme sponsor |
| Commercial floorspace constructed | sq m, by class | Annually | For both direct employment sites and "impact" sites, the area and class of commercial floorspace completed. "Impact" sites are defined as for jobs created above. Floor areas should be measured in accordance with the RICS Code of measuring practice (6th edition) 2007. A building should be classified as completed once it is on the non-domestic rating list. Does not take account of refurbished floorspace. | Scheme sponsor |

**Appendix 2 – Project Specific Outputs and Outcomes (to be collected where relevant to the intervention)**

|  | **Unit** | **Frequency** | | **Definition** | **Data Source** |
| --- | --- | --- | --- | --- | --- |
| **Business Innovation and Broadband** | | | | | |
| Number of new enterprises supported | Number | Quarterly | | As above, but businesses that have been trading for less than three years. | Scheme sponsor monitoring information |
| Number of potential entrepreneurs assisted to be enterprise ready | Number | Quarterly | | Number of individuals receiving non-financial support (i.e. advice or training) with the intention of commencement of trading | Scheme sponsor monitoring information |
| Additional businesses with broadband access of at least 30mbps | Number | Quarterly | | For broadband interventions only:  number of additional commercial premises that, as a result of intervention, now have the option to access broadband of at least 30mbps (average), where this was not previously the case | Scheme sponsor monitoring information |
| Research and Development Project – Clean Growth led | Number | Annually | | Must provide clear expected outcomes as a result of the research proposed | Scheme sponsor |
| **Outcomes** | | | | | |
| **Land and Property** | | | | | |
| Follow on investment at site | £, by source | | Annually | For the project site, the volume of public, private or third sector investment undertaken at the site over and above that directly associated with the initial CGAF project, where there is a demonstrable link with the CGAF project. This should not include in-kind contributions. | Scheme sponsor |
| Commercial floorspace refurbished | sq m, by class | | Annually | For project sites, the area and class of refurbished commercial floorspace. Floor areas should be measured in accordance with the RICS Code of measuring practice (6th edition) 2007. | Scheme sponsor |
| Commercial floorspace occupied | sq m, by class | | Annually | For project sites, the area and class of commercial floorspace constructed/refurbished that is currently occupied by commercial tenants. | Scheme sponsor |
| Commercial rental values | £/sq m per month, by class | | Annually | The market rate for leasing commercial floorspace at the project sites | Scheme sponsor |

**Appendix 3 – Additional Outcome Monitoring for Specific Schemes**

|  | **Unit** | **Frequency** | **Definition** | **Data Source** |
| --- | --- | --- | --- | --- |
| Average annual CO2 emissions | Tonnes | Bi-Annually | Average annual CO2 emissions  Report across whole intervention area | Local Authority Carbon Tool based on distance travelled, vehicle speed and vehicle mix.  This is usually calculated by distance travelled multiplied by CO2 factor of vehicle fuel type and engine size. |
| Nitrogen Oxide and particulate emissions | NOX (tonnes); PM10 (µg/m3) | Bi-Annually | NOX emissions in tonnes per year; PM10 concentrations per year.  Affected network is defined as the existing route, the new route, or an improved route on which traffic flow changes are considered to be significant. This metric applies to those schemes which are anticipated to have a significant impact on air quality. | Air quality monitoring survey |
| Contribution to the Lincolnshire Green Masterplan Net Zero Target by 2050 |  | Annually | Provided details of your project’s contribution to the Green Masterplan targets provided within the document for levels 1-3 | Document can be found at his link [Green Masterplan – Lincolnshire County Council](https://www.lincolnshire.gov.uk/green-masterplan) |
| Decarbonisation of the Grid or Heat Production |  | Annually | Record and demonstrate how your project is supporting decarbonisation of the Grid through the use of renewable energy  Record and demonstrate how your project is supporting decarbonisation of the heat production through the use of air source heat pumps, electric heating, infra-red heating or Solar PV installation | If project reaches full Business Case stage the applicant should provide 1 years' worth of electricity and heating fuel (Gas /Oil etc) pre installation of project and then a years' worth of data post installation of project. |
| EV Charging Points created | Number | Annually | Provide evidence of installation of new EV charging points, including KWatt levels | Scheme sponsor |
| Modern Methods of Construction demonstrated |  | Annually | Provide details of the modern methods of construction used and how these will impact on climate change | Scheme sponsor  [modern-methods-of-construction-paper-rics.pdf](https://www.rics.org/globalassets/rics-website/media/news/news--opinion/modern-methods-of-construction-paper-rics.pdf) |
| **Business Innovation and Broadband - to be collected where more robust evaluation is planned and where these metrics are relevant to the intervention** | | | | |
| Detail of successful and unsuccessful applicants |  | On-going | Administrative database covering company name, address, post code and CRN - company reference number. Named contact, telephone number and email address (and consent for being contacted). This should be captured for both successful and unsuccessful applicants.  Required for robust long term evaluation | Scheme sponsor monitoring information |
| Beneficiary characteristics (business age, size, sector) |  | On-going | Collected at the point of initial contact with business:  - Age: year of business registration / founding year  - Size: turnover and employment | Scheme sponsor monitoring information |
| Other support provided to applicant firm | £, by scheme | On-going | Other types of support received by successful applicants; covering the scheme, timing, type and value (£) of support received | Scheme sponsor monitoring information |
| Number of entrepreneurial readiness assists progressing to full trading | Number | Annually | The number of potential entrepreneurs assisted that have subsequently progressed to full trading.  Will require a bespoke survey of beneficiaries - could do on a sample basis. | Scheme sponsor |
| Number of enterprises assisted to cooperate with research entities/institutions | Number | Annually | The number of treated SMEs working jointly with research entities after assistance has been given. Should be counted up to 3 years following support. Knowledge transfer is about transferring good ideas, research results and skills between the knowledge base and business to enable innovative new products and services to be developed | Scheme sponsor |
| Number of enterprises supported to introduce new to the market products | Number | Annually | The number of treated SMEs that successfully introduce a new-to-market product after assistance has been given. Product should be available for commercial purchase. Should be counted up to 3 years following support. | Scheme sponsor |
| Number of enterprises supported to introduce new to the firm products | Number | Annually | The number of treated SMEs that successfully introduce a new-to-firm product after assistance has been given. Product should be available for commercial purchase Should be counted up to 3 years following support. | Scheme sponsor |