

**GREATER LINCOLNSHIRE LEP: OUTLINE BUSINESS CASE**

**GREATER LINCOLNSHIRE LEP: EXPRESSION OF INTEREST**

**Application for Greater Lincolnshire LEP Funding**

**Labour Market Support Fund**

**Outline Business Case**

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| **Project/Proposal Name** |  | **Project Ref:** | LEP to Complete |
| **Project/Delivery Location/s** | (Please include site plan as appendix where applicable) | | |
| **Site ownership** | (Where applicable) | | |

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| **Total Project/Proposal Value (£)** |  | **LEP Funding Sought (£)** |  |
| **LEP location(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. *Impact on the local labour market* 2. *Delivery of Greater Lincolnshire LEP as identified Local Skills Report* 3. *Relevant links to the Government's Levelling Up White Paper* |

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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** |  |  |  |  |  |

**\*Please refer to guidance note for detail on what match funding if any is required**

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

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| **1. Deliverability** |
| **1.1 What is the Project/Proposal?**  (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/proposal be delivered and by whom?**  Briefly explain:   * The specific activities that will be undertaken as part of the project * How will it help resolve local labour market challenges? * 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/proposal beyond what is already provided within the Local Skills Report? Please attach or provide relevant links.** |
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| **2.3 How will the project support the key challenges in the labour market? Will the scheme respond to issues and opportunities identified in the** [**Local Skills Report**](https://www.greaterlincolnshirelep.co.uk/assets/documents/Greater_Lincolnshire_Local_Skills_Report_January_2022.pdf) **as part of its delivery?**  **Will it support Greater Lincolnshire’s Employment and Skills Advisory Panel ambitions?** |
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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** | | Risk Register created |  |  | | Outline programme for delivery developed |  |  | | Initial scheme design/business plan complete |  |  | | Stakeholder engagement (where applicable) |  |  | | Cost Plan produced |  |  | | Match funding secured (where applicable) |  |  | | Procurement issued (where applicable) |  |  | | Procurement contracts awarded |  |  | | Start of scheme |  |  | | Completion of scheme |  |  | | Claim submission and monitoring underway |  |  | | Outcome review – evaluation report provided |  |  |   Where stages above 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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| **Financial Year** | **Year 1**  **2022/23** | **Year 2**  **2023/24** | **Year 3**  **2024/25** | **Total** |
| i) Capital |  |  |  |  |
| LEP |  |  |  |  |
| Public |  |  |  |  |
| Private |  |  |  |  |
| **Total Capital** |  |  |  |  |
|  |  |  |  |  |
| ii) Revenue Costs |  |  |  |  |
| **LEP** |  |  |  |  |
| **Public** |  |  |  |  |
| **Private** |  |  |  |  |
| **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, 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 (where relevant), whether it is in place and if not, when is it likely to be confirmed?** |
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**\*Please refer to guidance note on match funding for details**

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| **6.1** | **2022/23** | **2023/24** | **2024/25** | **2025/26** | **Total** |
| **1) Core Outputs** (Proposals are not expected to have outputs in each category) |  |  |  |  |  |
| 1. Number of people progressing into jobs as a result of the intervention (within 90 days after the end of the intervention) |  |  |  |  |  |
| 1. Number of vacancies filled (where support is to the business rather than an individual) |  |  |  |  |  |
| A + B Total Number of Jobs Filled |  |  |  |  |  |
| 1. Number of businesses with a reduction in labour demand due to new equipment or processes introduced |  |  |  |  |  |
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| **2) Intervention type and measures** (projects are not expected to have interventions in all categories) |  |  |  |  |  |
| 1. Training of individuals/number of learners |  |  |  |  |  |
| 1. Advice to businesses/number of businesses |  |  |  |  |  |
| 1. Delivery of Events/number of events |  |  |  |  |  |
| 1. Delivery of Events/number of attendees |  |  |  |  |  |
| 1. Purchase of equipment/number of businesses impacted |  |  |  |  |  |
| 1. Collaborative scheme/number of businesses impacted |  |  |  |  |  |
| 1. Other – please state |  |  |  |  |  |
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| **3) Other information** |  |  |  |  |  |
| 1. Public sector funds leveraged £ (see guidance note on match funding) |  |  |  |  |  |
| 1. Private sector funding leveraged £ (see guidance note on match funding) |  |  |  |  |  |
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| **Note**: persistent barriers are difficult to resolve so scoring will taking into account the type, length and difficulty of intervention to avoid awarding to projects that only focus on easy to resolve issues. |  |  |  |  |  |
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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. Where applicable you must include some information about the approximate length of a typical intervention and the challenge you are trying to overcome.** |
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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 location Plan (where applicable) | 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** |
| [**Economic Plan for Growth 2021 | Greater Lincolnshire LEP**](https://www.greaterlincolnshirelep.co.uk/documents/economic-plan-for-growth-2021/)  [**Covid Recovery Plan**](https://www.greaterlincolnshirelep.co.uk/priorities-and-plans/covid-19/covid-19-recovery-and-restart/)  [**Local Assurance Framework**](https://www.greaterlincolnshirelep.co.uk/funding-and-projects/other-funding/growth-deal-single-local-growth-fund-slgf/)  [**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)  [**Local Skills Report | Greater Lincolnshire LEP**](https://www.greaterlincolnshirelep.co.uk/priorities-and-plans/priorities/priority-skills/local-skills-report/) |

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| **10. Declaration** |
| I declare that I have the authority to represent [*insert name of organisation/company*] 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/company*] and having carried out full and proper inquiry, I confirm to the Greater Lincolnshire LEP:   * [*insert name of organisation/company*] 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/company],* 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 29th April 2022 to:** [greaterlincslep@lincolnshire.gov.uk](mailto:greaterlincslep@lincolnshire.gov.uk) | |
| **Name** |  |
| **Address** |  |
| **Email** |  |

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

| **Inputs** | **Unit** | **Frequency** | **Definition** | **Data Source** |
| --- | --- | --- | --- | --- |
| 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 LMSF 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 or vacancies filled (where support is to the business rather than an individual) | FTE or part-time | Annually | Permanent FTE or part-time paid jobs that are directly connected to the intervention, this includes:  Employment on occupied commercial premises  Employment in supported enterprises (in the case of business or innovation support)  Employment in FE space directly improved or constructed by the intervention  Employment is counted gross - no account of deadweight or displacement at the monitoring stage.  Apprenticeships connected to the intervention  Can also include jobs created solely to deliver the intervention, e.g. construction jobs, however evidence and timeframe of these must be provided and they should be identified separately. | Scheme sponsor |
| Businesses with a reduction in labour demand due to new equipment or processes introduced | Number of businesses | Annually | Provide details on the type of new equipment or process introduced, why it was necessary and how it supports a reduction in labour demand. | Scheme sponsor |
| Training of individuals/number of learners | Number of learners | Annually | The number of new learners assisted as a direct result of the intervention, in courses leading to a full qualification, this can include apprenticeships and vocational courses. Provide details of the training being provided and how it will have a direct impact on your labour market challenges. Please retain limited information on the learners themselves for audit purposes should this be requested. | Scheme Sponsor |
| Advice to businesses | Number of businesses | Annually | Number of SMEs receiving support (including advice and training) with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). Value of the support should be a minimum of £1,000, calculated at Gross Grant Equivalent or a minimum of 2 days of consulting advice. | Scheme Sponsor |
| Delivery of events | Number of Events and attendees | Quarterly | Evidence of how the event has contributed to providing labour market support. Details of sector, location and impact. | Scheme Sponsor |
| Purchase of equipment | Number of businesses impacted | Quarterly | Evidence of how the equipment has contributed to providing labour market support. Details of sector, where the equipment is located and the impact it has had on production/automation/diversification. | Scheme Sponsor |
| Collaborative Scheme | Number of businesses impacted | Quarterly | Details on how your project demonstrates cross organisational/cross company collaboration in order to directly benefit identified labour market challenges | Scheme Sponsor |