

# Application for Greater Lincolnshire LEP Funding Outline Business Case Guidance Notes



Notice for applicants: The following guidance notes will assist you in completing the outline business case form. Please note that submission of a business case is not a guarantee of funding.

Delivery Partners				
Will you work with other organisations to deliver this project?	YES		NO	
<p>If YES, please state which other lead partners will be involved in delivery.</p> <p><i>Delivery partners can come from the public or private sector. Sometimes the lead partner will assemble a number of partners to form a consortium. Usually there will be one lead partner who will sign the Funding Agreement with the GLLEP and its Accountable Body and hold ultimate accountability and responsibility for the Operation(s), however on occasion where a tripartite agreement is required for example, there may be more. Only the Grant Recipient or a Delivery partner can defray expenditure on LEP Funding.</i></p> <p><i>A Sub-contractor is not the same as a Delivery Partner. Any sub-contractors involved with your Project(s), will need to have been procured correctly. A sub-contractor does not provide match funding.</i></p> <p><i>A Strategic partner is not the same as a Delivery Partner or sub-contractor. Instead, these are organisations that are involved in overseeing the Operation(s); they may be members of a steering group for example. Partners can come from the public, private or voluntary sectors. Strategic partners do not provide match funding, nor do they receive.</i></p>				

1. Deliverability
<p><b>1.1 What is the Project?</b> (Please summarise in 100 words or less. More specific details can be provided in other sections of the form)</p> <p><i>Applicants should describe concisely here what the project is and what it will achieve. This information may be used by the LEP for publicity purposes.</i></p>
<p><b>1.2 How will the project be delivered, to and by whom?</b> Briefly explain:</p> <ul style="list-style-type: none"> <li>• The specific activities that will be undertaken as part of the project</li> <li>• Who are the target beneficiaries?</li> <li>• Where the project's activity will take place</li> </ul> <p><i>The Applicant should explain how the Project will be delivered as clearly and concisely as possible. Even if it's clear to the Applicant, it might not necessarily be clear to a third party.</i></p> <p><i>If the description is poorly articulated, lacks detail, is overly theoretical or too complex, then the review process will be prolonged whilst the LEP seeks clarification. Remember that the reader is not familiar with your proposal. Use flowcharts, graphics, plans and images as necessary. These will need to be attached to your application.</i></p>

*You should expand on how the project is to be delivered, to and by whom briefly explaining the specific activities, the target beneficiaries and where the activity will take place, for example, part of a Local Enterprise Partnership Area, a whole Local Enterprise Partnership Area, a specific address, or multiple Local Enterprise Partnership Areas.*

## **2. Project Need**

### **2.1 Why is the project needed in Greater Lincolnshire?**

*How will the project lead to a direct improvement in the local economy? What specific issues or gaps in existing provision will the project address in Greater Lincolnshire? How does your proposal link to others in the area and /or provide additionality.*

### **2.2 What research or evidence has been undertaken to demonstrate the need, demand or impact of this project?**

*What previous scoping, design or detailed feasibility work has been undertaken to date. Please attach or provide links to previously completed studies and impact assessments where available. Please also identify how the research or studies are relevant to your project.*

### **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 strategic Economic plan ( Link) and the Local Industrial Strategy (link) How will the project support the key principles of sustainable development – including Equality and Diversity assessments.**

*Applicants should demonstrate that the Project represents an appropriate means of delivering the objectives set out in the Local Industrial Strategy (LIS) for Greater Lincolnshire and the Covid Recovery Plan. These can be accessed via the Greater Lincolnshire LEP website at <https://www.greaterlincolnshirelep.co.uk/priorities-and-plans/strategies-and-plans/>*

*In addition to this, Applicants should demonstrate how the Project aligns with other local growth priorities. Links to the government's Industrial Strategy should also be considered. It is not acceptable to simply list the strategic objectives. Please be clear as to how your project directly meets the aspirations of the LEP.*

## **3. Project Timeline and Milestones**

**Please outline the key steps that have been, or will be, completed to ensure delivery of the project**

*In this section you should provide assurance that you have considered the implementation of the project; you are asked to provide key milestones. These should be both internal and external.*

*The minimum we ask is that your detailed milestone breakdown covers design, procurement, land negotiation, planning etc. in the table provided, however in order for us to get a real sense of the time frames please (in words) describe any barriers to hitting the times stated and the sub milestones that may be needed to hit a key milestone. As an example. If your project is at Concept design stage – what are the key dates to achieve full design, how does this relate to/impact the other key milestones and what is the perceived timeframe for each element to achieve the final design.*

*It is important that Greater Lincolnshire LEP can understand the key stages within the project and when these*

might be achieved and any interdependencies. Examples may include (but not limited to):

- Commencement and completion of procurement/recruitment
- The start of delivery or construction work
- Planning permission approved
- Consents in place
- Key stages in the construction e.g. completion of ground works
- Completion of first deliverables
- Completion of final deliverables
- Payments Complete (note possible retentions for capital projects)
- Project Close

Please ensure that both capital and revenue milestones are included, where applicable. Please be as realistic as possible and it is helpful to identify what may specifically effect the timeframe of the project.

#### **4. Options Analysis**

##### **4.1 Why should the project receive LEP funding?**

You should set out how the project meets the aims, specific needs and opportunities of the LEP Fund and why you think this is the best way of responding to these needs. We would expect you to provide at least 4 options including business as usual, Do Minimum, preferred option and one other intermediate option.

##### **4.2 What other funding or delivery mechanisms have been considered to deliver the proposed activity?**

Please describe alternative delivery options which have been dismissed.

##### **4.3 Additionality: What will the project deliver above and beyond what would happen anyway?**

LEP Funds cannot be allocated to schemes which would have taken place anyway. You should be mindful of this when you seek funding.

##### **4.4 Scalability: What would happen if reduced LEP funding was available?**

Describe here what would happen to the project if reduced LEP funding was available. For example would it result in the project not going ahead at all? Going ahead at a reduced scale?

#### **5. Proposed Costs**

##### **5.1 Funding Profile**

This table is intended to give a snapshot of the size and scope of the project. It also provides important information on the 'intervention rate' i.e. what percentage of the total project costs are being met by LEP Funds and the percentage of total project costs being provided by public funding which can be important for state aid depending on the scheme.

##### **5.2 Please provide more detail on what LEP funding will be spent on**

*You will be expected to provide a breakdown of the budget so that the costs associated with each item of expenditure – and where the LEP investment is being targeted - are clear.*

**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.**

*You also need to provide a narrative detailing the key assumptions used in the development of your budget and the research completed to prepare it. You need to outline how you have arrived at each cost within the budget and provide line by line detail as to what each cost item is and why it is necessary to fulfil the Project.*

*Applicants should be able to demonstrate that they have requested the amount of funding that is necessary to deliver the project and not worked a project up to fit the available budget. Have you sought other forms of finance, i.e. loans? If no, why not and if yes, why were they rejected?*

**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?**

*Match funding is a prerequisite for receiving most LEP funds (though in exceptional circumstances match funding requirements can be reviewed). This section asks you to confirm that match funding identified is in place. The source and certainty of match funding being received in time for the scheduled delivery phase should be reflected here, also an explanation of any conditions attached to the match funding.*

**6. Forecast Outputs**

**6.1 Output Profile**

*Please set out what the Project is aiming to achieve. A list of programme outputs has been provided for information. This is not an exhaustive list therefore please consider what additional outputs your project will achieve.*

**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**

*You should provide a clear explanation of the rationale behind the selection of Outputs and Results and how the deliverables have been calculated. Ensure the selection and calculation is realistic and achievable. It would also be useful to highlight where you expect the outputs to be delivered from – Are they in your direct control? Will they be delivered by a third party?*

**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.**

*It is vital that you are able to accurately report what outputs and results the project will deliver and that you are able to evidence these at audit. Please briefly describe how you would gather evidence from the start of the project and manage the monitoring of outputs and results. The Growth Deal Monitoring and Evaluation Framework will provide greater detail on expectations for Growth Deal related schemes and can be found on*

the Greater Lincolnshire LEP website <http://www.greaterlincolnshirelep.co.uk/funding/growth-deal>.

## 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.**

*Please briefly explain the management and delivery structure to be put in place to ensure effective management and control of the project. Failure to establish robust management and control systems may result directly or indirectly in the LEP reducing the amount of funding provided to your project.*

*Please describe who will take day to day responsibility for the project, who has overall responsibility, how the applicant organisation is structured and the associated accountability and reporting lines for this project. Where other delivery partners are involved, these must be included in the description of the overall management and delivery structure for the project.*

**7.2 State Aid: The Greater Lincolnshire LEP and its accountable body are required to ensure that funding complies with the rules on state aid. State aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union (EU). If your project proposal constitutes state aid we will be unable to fund it unless you can demonstrate that it is outside the scope of or exempt from state aid rules. If you believe this to be the case please provide an explanation below.**

*Applicants should have a firm and fully developed case to make with regards to State Aid compliance. If the Applicant doesn't believe there to be any State Aid it should be stated and fully justified here. The LEP may ask to see independent verification of this position.*

**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.**

*'Risks' refer to events that are, or could be, foreseeable. The 'owner' is the person responsible for managing the issue or risk. Please rank the probability and impact of each risk as high, medium or low, and describe what action has taken place or is planned to address the issue and ensure that its impact is minimised.*

## 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	To demonstrate a) cost items are	

of budget	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.	

## 9. Links for further information

[Local Assurance Framework](#)

[Industrial Strategy](#)

[Department for Business, Energy and Industrial Strategy: State Aid Guidance](#)

## 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: .....**

**Appendix 1 – BIS Project Monitoring Core Metrics (to be collected for all projects and programmes)**

	Unit	Frequency	Definition	Data Source
<b>Inputs</b>				
Expenditure	£, by source	Quarterly	Expenditure defrayed directly on the intervention, broken down into LGF 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 LGF 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
<b>Outcomes</b>				
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 Growth Deals projects (e.g. transport, skills capital) - these sites of "impact" are to be mutually agreed by LEP/HMG 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.	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
Housing unit starts	Number	Annually	For both direct housing sites and "impact" sites, the number of housing units completed. "Impact" sites are defined as for jobs created above.	Scheme sponsor
Housing units completed	Number	Annually	For both direct housing sites and "impact" sites, the number of housing units completed. "Impact" sites are defined as for jobs created above.	Scheme sponsor



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

	Unit	Frequency	Definition	Data Source
<b>Activity / Output Characteristics</b>				
<b>Transport</b>				
Total length of resurfaced roads	Km	Quarterly	Length of road for which maintenance works have been completed	Scheme sponsor monitoring information
Total length of newly built roads	Km	Quarterly	Length of road for which works have been completed and now open for public use	Scheme sponsor monitoring information
Total length of new cycle ways	Km	Quarterly	Length of cycle way for which works have been completed and now open for public use	Scheme sponsor monitoring information
Type of infrastructure delivered		Bi-Annually	Identify what has been constructed as a result of the project - utilise units where appropriate e.g. length of cycle path	Scheme sponsor monitoring information
Type of service improvement delivered		Bi-Annually	Identify the nature of service improvement as a result of the intervention e.g. improved bus service	Scheme sponsor monitoring information
<b>Land / Property Flood Protection</b>				
Area of site reclaimed, (re)developed or assembled	ha	Quarterly	Area of land directly improved by the project that is now suitable for commercial development where previously it was unattractive to commercial developers. Reclaimed: making the land fit for use by removing physical constraints to development or improving the land for hard end use; providing services to open it up for development, e.g. provision of utilities or service roads	Scheme sponsor monitoring information
Utilities installed		Quarterly	Identify what has been constructed as a result of the project. Drop down list: water pipe; gas pipe, electric cables, internet cable. And km of cabling/piping	Scheme sponsor monitoring information
Area of land experiencing a reduction in flooding likelihood	ha	Quarterly	Area of land with a reduced likelihood of flooding as a result of the project	Scheme sponsor monitoring information
<b>Business Support, Innovation and Broadband</b>				
Number of enterprises receiving non-financial support		Quarterly	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 (see ERDF guidance) or a minimum of 2 days of consulting advice.	Scheme sponsor monitoring information
Number of new enterprises supported		Quarterly	As above, but businesses that have been trading for less than three years.	Scheme sponsor monitoring information

	Unit	Frequency	Definition	Data Source
Number of potential entrepreneurs assisted to be enterprise ready		Quarterly	Number of individuals receiving non-financial support (i.e. advice or training) with the intention of commencement of trading	Scheme sponsor monitoring information
Number of enterprises receiving grant support		Quarterly	Number of SMEs receiving grant funding support with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). To be counted where the support is at least £1,000.	Scheme sponsor monitoring information
Number of enterprises receiving financial support other than grants		Quarterly	Number of SMEs receiving funding support in the form of equity or repayable loan instruments with the intention of improving performance (i.e. reduce costs, increase turnover/profit, innovation, exporting). Counted where amount of support is at least £1,000.	Scheme sponsor monitoring information
Additional businesses with broadband access of at least 30mbps		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
<b>Skills Capital</b>				
New build training/learning floorspace	Sq m	Quarterly	The amount of "new build" training/learning floorspace constructed. Figures to be provided following completion.	LEP to record from Post Occupancy Evaluation reports (standard reports submitted to SFA on project completion) and/or project implementation reports submitted by colleges/providers
Refurbished training/learning facilities	Sq m (where FE colleges are involved, by estate grading)	Quarterly	The amount of new training/learning floorspace refurbished to improve building condition and/or fitness for purpose. For FE colleges, this should be by estate grading. Figures to be provided following completion.	LEP to record from Post Occupancy Evaluation reports and/or project implementation reports submitted by colleges/providers
Floorspace rationalised	Sq m	Quarterly	The amount of overall floorspace reduced following completion of the project through, for example, demolition or disposal. Figures to be provided following completion.	LEP to record from Post Occupancy Evaluation reports and/or project implementation reports submitted by colleges/providers

	Unit	Frequency	Definition	Data Source
<b>Outcomes</b>				
<b>Transport</b>				
Follow on investment at site	£, by source	Annually	For "impact" sites, the volume of public, private or third sector investment undertaken at the site over and above that directly associated with the Growth Deals project, where there is a demonstrable link with the Growth Deals project. This should not include in-kind contributions. "Impact" sites are those sites where there has been a demonstrable unlocking impact as a result of the Growth Deals transport project - these sites of "impact" are to be mutually agreed by LEP/HMG in advance of reporting. Likely to require primary survey work. Deliberately constructed as a gross measure, no correction for deadweight or displacement to be applied at this stage.	Scheme sponsor
Commercial floorspace occupied	sq m, by class	Annually	For "impact" sites, the area and class of commercial floorspace completed that is currently occupied by commercial tenants. "Impact" sites are those sites where there has been a demonstrable unlocking impact as a result of the Growth Deals transport project - these sites of "impact" are to be mutually agreed by LEP/HMG in advance of reporting. Likely to require primary survey work Impacts are gross - no account of displacement. This outcome is a further link of the chain proceeding from follow-on investment rather than a completely separate outcome	Scheme sponsor
Commercial rental values	£/sq m per month, by class	Annually	The market rate for leasing commercial floorspace at the "impact" site	Scheme sponsor
<b>Land, Property, and Flood Protection</b>				
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 Growth Deals project, where there is a demonstrable link with the Growth Deals 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

	Unit	Frequency	Definition	Data Source
<b>Business Support, Innovation, and Broadband</b>				
Financial return on access to finance schemes	%	Annually	The financial return to the scheme associated with revolving/repayable access to finance interventions - measured as a % return on initial investment.	Scheme sponsor monitoring information
<b>Skills Capital</b>				
Follow on investment at site, including revenue funding	£, by source	Annually	For the project site, the volume of public, private or third sector investment undertaken at the site (including revenue funding, for example for training courses) over and above that for the Growth Deals project, where there is a demonstrable link with the Growth Deals project. This should not include in-kind contributions.	College/SFA data
Post code for new build sites	Qualitative	Annually	Post code for new build sites, for matching with SFA database. This information can potentially be used by the SFA to draw out metrics on learners and qualifications at the site level, to be shared with LEPs.	Scheme sponsor monitoring information

### Appendix 3 – BIS Additional Monitoring for Specific Schemes

	Unit	Frequency	Definition	Data Source
<b>Transport - to be collected for all projects/programmes involving more than £5m public funding and where these metrics and the collection points are relevant to the intervention</b>				
Average daily traffic and by peak/non-peak periods	Vehicles	Bi-Annually	Average daily traffic by direction; AM, Inter- and PM peak hour traffic flows by direction. Data collection location depends on the potential impact of transport schemes. Peak/inter-peak is defined based on local traffic flows. This applies to most transport interventions.	Automatic Traffic Counters; Manual Classified Counts
Average AM and PM peak journey time per mile on key routes (journey time measurement)	hr/mile	Bi-Annually	Average AM and PM peak journey time per mile on key routes. Traffic congestion statistics reported across whole intervention area and on key corridors targeted for investment.	Trafficmaster data; Automatic Number Plate Recognition
Average AM and PM peak journey time on key routes (journey time measurement)	Minutes	Bi-Annually	Average AM and PM peak journey time on key routes. Data collection location depends on the potential impact of transport schemes.	Journey time suveys
Day-to-day travel time variability	Minutes	Bi-Annually	Standard deviation of AM and PM peak hour journey time. This applies to highway/public transport intervention on key corridors targeted for investment	Journey time suveys; Trafficmaster data

	<b>Unit</b>	<b>Frequency</b>	<b>Definition</b>	<b>Data Source</b>
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
Accident rate	Number, by severity	Bi-Annually	Number of accidents and accident rate by severity and class of road. Report on key roads/junctions/area targeted for improvement. This metric applies to those schemes which are anticipated to have a significant impact on accidents.	STATS 19 Accident data
Casualty rate	Number, by severity	Bi-Annually	Number of casualties and casualty rate by severity and class of road user. Report on key roads/junctions/area targeted for improvement. This metric applies to those schemes which are anticipated to have a significant impact on accidents.	STATS 19 Accident data
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
Traffic noise levels at receptor locations	LA10, 18hr (dB)	Bi-Annually	Traffic noise levels at receptor locations  This depends on the scale of the proposed project, the site and local circumstances, and the location of sensitive receptors. This metric applies to those schemes which are anticipated to have a significant impact on noise.	Automatic Traffic Counters (18 hour Annual Average Weekday Traffic, composition of traffic - % Heavy Goods Vehicles, average traffic speeds); Noise monitoring survey
Annual average daily and peak hour passenger boardings		Bi-Annually	Annual average daily passenger boardings; AM, inter- and PM peak hour passenger boardings	Bus/rail ticketing data; Manual counts at stops/stations
Bus/light rail travel time by peak period	Minutes	Bi-Annually	AM and PM peak bus/light rail travel time	Bus journey time surveys or Automatic Vehicle Location data; Rail journey timetable
Mode share (%)	%	Bi-Annually	AM and PM peak proportion of trips for different travel modes	Automatic Traffic Counters; Manual

	Unit	Frequency	Definition	Data Source
				Classified Counts
Pedestrians counts on new/existing routes		Bi-Annually	Pedestrians counts on new/existing routes  This applies to sustainable transport initiatives for walking.	Manual counts; Video cameras
Cycle journeys on new/existing routes		Bi-Annually	Cycle journeys on new/existing routes  This applies to sustainable transport initiatives for cycling.	Manual cycle counts; Automatic cycling counters; Video cameras
Households with access to specific sites by mode within threshold times	Number	Bi-Annually	Households with access to specific sites within 20/40 minutes using public transport/walking, car and cycle	Accessibility statistics published by DfT; Produce bespoke accessibility measures and travel time calculations using off-the-shelf software
<b>Business Support, Innovation and Broadband - to be collected where more robust evaluation is planned and where these metrics are relevant to the intervention</b>				
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	Number	Annually	The number of treated SMEs working jointly with research entities after	Scheme sponsor

	<b>Unit</b>	<b>Frequency</b>	<b>Definition</b>	<b>Data Source</b>
assisted to cooperate with research entities/institutions			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	
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