

Application for Greater Lincolnshire LEP Funding Clean Growth Accelerator Fund 2021 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>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)</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>1.2 How will the project be delivered, to and by whom? Briefly explain:</p>

- 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

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.

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.

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 of clean growth 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 Plan for Growth 2021 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 [Ten Point Plan for a Green Industrial Revolution](#) and [UK Innovation 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 (if applicable)*
- *Consents in place (if relevant)*
- *Key stages of the project e.g. completion of ground works if construction is involved*
- *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. Milestones provided in the OBC can be altered to fit the scheme proposed accordingly. 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 UK Subsidies 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. 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. An evaluation report will be expected once the outputs and outcomes identified have been delivered.

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 UK Subsidies: The Greater Lincolnshire LEP and its accountable body are required to ensure that funding complies with UK Subsidy rules. These relate to any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade. If your project proposal comes under UK Subsidy regulations we will be unable to fund it unless you can demonstrate that it is compliant with the rules provided by government. Please provide an explanation below.

Applicants should have a firm and fully developed case to make with regards to UK Subsidy compliance. If the Applicant doesn't believe there to be any UK Subsidy requirements 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 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.	

9. Links for further information

[Economic Plan for Growth 2021 | Greater Lincolnshire LEP](#)
[Covid Recovery Plan](#)
[Local Assurance Framework](#)
[Ten Point Plan for a Green Industrial Revolution](#)
[UK Innovation Strategy](#)

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:**