

Growth Deal Application Form

WLEP Project Reference Number (WLEP Internal use only)

1.0 Project Title

Project Name					
Project Sound bite	Tell us in one sentence (30 Words) what your project will do and what it will achieve.				
Start Date		End Date		WLEP Funding	£

2.0 Project Applicant

Tell us who you are and who will be working with you on this project						
Organisation name						
Contact name				Phone		
Organisation type	Public Body	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Third Sector	<input type="checkbox"/>
Please insert the remainder of your contact details in Section 8						
Will you work with other organisations to deliver this project?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
(If Yes, provide details in Section 8)						

Contact Details			
Address			
Postcode		Fax	
e-mail			

3.0 Project Definition

Does this proposal cover (tick one only)	
A single project	A programme of projects
<input type="checkbox"/>	<input type="checkbox"/>

3.1 Project Need – Why is this project required? Tell us about the problem/need your project is intended to solve and show us any baseline and / or other evidence you have. If you are exploiting an opportunity, explain that and tell us what benefits can be achieved.

The Project Definition Section 3.1 - 3.10 should not exceed approx. 3 pages in length.

3.2 Project Demand – Who wants this project? Show what evidence you have that organisations or individuals want a project of this nature and the likelihood that they will make use of it.

3.3 Root Causes – What are the root causes of the problem/opportunity described above?

3.4 Solving the Problem – How will your solution address the root causes and to what extent will it address the problem you have identified?

3.5 Project Objectives – The objectives need to be stated clearly and should be **SMART** i.e. specific, measurable, achievable, realistic and timebound.

3.6 Options - What other options (solutions) to the problem(s) did you explore when developing this project? In summary please explain why your chosen option is the best one.

3.7 Project Description - Describe **what** your project will do, **how** it will be delivered and operate, **who** will be involved and benefit, **where** and **when** will it be delivered and **what** you will spend our funding on.

3.8(a) The need for WLEP Funding - Explain why you think that this project should be funded by the public sector in general and by WLEP's funding in particular. In what ways will the project be different if it is not supported by WLEP funding? What do you believe is stopping the private sector from solving this problem / exploiting this opportunity?

3.9 Recognising Success - Tell us how you will measure whether your project has been successful. What difference will your project make and to whom? How will the outputs and outcomes address the needs you have identified?

3.10 Sustaining the Project - Explain how the project's operation and benefits will be maintained after WLEP Funding has ceased.

4.0 Strategic Fit

The **Strategic Fit** articulated in 4.1 - 4.4 should be approximately 2 pages in total

4.1 State how the problems addressed by this project fit within the **Worcestershire Strategic Economic Plan** and what economic change do you expect to happen as a result of this project?

4.2 (a) State how the problem addressed by this project is identified as a priority for Worcestershire Local Enterprise Partnership funding by reference to WLEP's current **Business Plan for 2015 - 2018**

4.3 How have (or will) stakeholders and beneficiaries affected by this project be consulted with regard to its' potential impact?

4.4 How have you taken into account the environmental impact of your project and what design steps have been, or will be, taken to minimise the negative impact on the environment.

5.0 Project Funding

Funding Source	FY0		FY1		FY2		FY3		FY4+		Project Totals	
	Current FY		Current FY+1		Current FY+2		Current FY+3		Current FY+4+			
	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue	Capital	Revenue
WLEP Growth Deal												
Public Sector (Who)												
Private Sector (Who)												
Proposer's Own Funds												
Total												

Capital receipts												
Revenue receipts												

Is this your first request to Worcestershire Local Enterprise Partnership for support for this project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If No, when did you make your first request?	
Will this funding be used to create and or support a web site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

5.1 State Aid:

Tell us about the State Aid status of your project. You will need to answer either section 5.1.1 or 5.1.2 or either 5.1.3 or 5.1.4.

5.1.1 There is no State aid in the project. Explain why your project is not State aid to **end beneficiary undertakings**;

5.1.2 There is State Aid in the project. Explain how you are managing State aid to **end beneficiary undertakings** by compliance with:

	Name of Approved , Scheme or Framework	Amount of public sector aid	Public Sector Intensity Ceiling Levels %
Existing UK National Notified Scheme(s) or project specific scheme.		£	
A new scheme based on a framework that requires EU approval		£	
“de minimis” regulation		£	
General Block Exemption		£	
Service of General Economic Interest (SGEI)		£	
Other		£	

5.1.3 Explain why there is no State Aid to any **intermediary organisations** delivering the project:

5.1.4 Explain how State Aid to **intermediary organisations** delivering the project will be managed

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6.0 Project Outputs and Outcomes

Please identify what outputs and outcomes will be achieved as a result of the project.

Core Metrics			
Inputs	Total Expenditure	£	
	WLEP Funds	£	
	Matched Funds	£	
Transport Projects			
Outputs	Total length of resurfaced roads	Km	
	Total length of newly built roads	Km	
	Total length of new cycle ways	Km	
	Type of infrastructure delivered		Road/Rail/Other
	Type of service improvement delivered		
Outcomes	Follow on investment at site	£	
	Commercial floorspace occupied	Sq.m	
	Commercial rental values	£/sq.m	
	Jobs connected to the intervention	No.	
Additional monitoring 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. Please discuss with the WLEP.			
Land, Property and Flood Protection Projects			
Outputs	Area of site reclaimed, (re)developed or assembled	Ha.	
	Utilities installed		Gas/Electricity/ Broadband/Other



	Area of land experiencing a reduction in flooding likelihood	Ha	
Outcomes	Follow on investment at site	£	
	Commercial floorspace refurbished	Sq.m	
	Commercial floorspace occupied	Sq.m	
	Commercial rental values	£/sq.m	
	Commercial floorspace constructed	Sq.m	
	Housing unit starts	No.	
	Housing units completed	No.	
	Jobs connected to the intervention	No.	
Business Support, Innovation and Broadband Projects			
Outputs	Number of enterprises receiving non financial support	No.	
	Number of new enterprises supported	No.	
	Number of potential entrepreneurs assisted to be enterprise ready	No.	
	Number of enterprises receiving grant support	No.	
	Number of enterprises receiving financial support other than grants	No.	
	Additional businesses with broadband access of at least 30mbps	No.	
Outcomes	Financial return on access to finance schemes	% pa	
	Jobs connected to the intervention	No.	
Additional monitoring to be collected where more robust evaluation is planned and where these metrics are relevant to the intervention. Please discuss with the WLEP.			
Skills Projects			
Outputs	New build training/learning floorspace	Sq.m	
	Refurbished training/learning facilities	No.	
	Floorspace rationalised	Sq.m	



Outcomes	Follow on investment at site, including revenue funding	£	
	Post code for new build sites		
	Jobs connected to the intervention	No.	
	Apprenticeship Starts	No.	

Planned Output Delivery Period			
Output Delivery Starts		Output Delivery Ends	

7.0 Deliverability

7.1 Project Issues		
What issues have you already had regarding the development of your project and how have you resolved them		
Issue	H/M/L impact	Resolution

7.2 Project Risks			
What risks do you anticipate regarding the development of your project and how do you intend to mitigate their impact			
Risk	H/M/L impact	%	Mitigation

7.3 Capability		
Have you or your partners delivered similar projects for WLEP or another public body in the last two financial years. If so please list the three most relevant projects		
Project name	Funding organisation including contact details	Current status

Please identify how many of your staff will work on this project and any additional staff you will have to recruit to develop or deliver this project Please also identify how you will ensure that you have sufficient staff with the relevant skills to develop and deliver this project

7.4 Financial Capacity

If you have not developed or delivered similar projects for WLEP or another public body in the last two financial years please identify how many of your staff will work on this project what additional staff you will have to recruit to develop or deliver this project. Please also identify how you will ensure that you have sufficient staff with the relevant skills to develop and deliver this project

If you have not worked with us before please identify your gross annual turnover or annual funding?	£
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Please also state the annual value of grants received included above	£
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7.5 Procurement

If you intend to commission or procure any activities either in the development or the delivery of this project, how do you intend to do it and how will you ensure that it complies with public procurement requirements



7.6 Benefits to business or subsidy to other economic activity?

Who will benefit directly from this project?

Individuals The Community
Public bodies Private Businesses Third sector

Will your organisation or its partners benefit from the delivery of your project.? Are there other organisations that could deliver the services provided by your project?

Yes No



8.0 Your Delivery Partners

Partner delivery organisation name						
Contact name						
Address						
Organisation type	Public Body	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Third Sector	<input type="checkbox"/>
What is their contribution to this project?						

Partner delivery organisation name						
Contact name						
Address						
Organisation type	Public Body	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Third Sector	<input type="checkbox"/>
What is their contribution to this project?						

Partner delivery organisation name						
Contact name						
Address						
Organisation type	Public Body	<input type="checkbox"/>	Private Company	<input type="checkbox"/>	Third Sector	<input type="checkbox"/>
What is their contribution to this project?						

9.0 Applicant Declaration & Certification

I am applying on behalf of [insert organisation name] to Worcestershire Local Enterprise Partnership for financial assistance.

I declare that I have the authority to apply for this funding and am authorised by my organisation and any partners represented in this application to make binding legal commitments on its behalf. I certify that the information supplied is correct to the best of my knowledge. I am aware that if false information is knowingly given, any funding provided by Worcestershire Local Enterprise Partnership will be repayable and legal action may be taken.

I confirm that;

- my organisation has the legal authority to carry out the project and accept that the proposed project will be subject to our internal accounting and auditing arrangements;
- my organisation has formally approved the funding it has stated it will provide in Appendix B of the Project Management Plan;
- my organisation, our partners and any sub contractors have read and have agreed to abide by WLEP's Standard Grant Funding Agreement and WLEP's Provisions for Land & Property Projects and deliver and evidence any outputs proposed in Appendix E of the project management plan in accordance with WLEP's Output/Outcome Definitions contained as a schedule to the Standard Grant Funding Agreement;
- my organisation and our partners have Equality and Diversity, Health & Safety, Procurement, Environmental Sustainability Policies and employee and third party insurances and agree to evidence these during delivery; and
- 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.

I authorise you to process my personal information, in particular my sensitive personal information, for the purposes stated in this form.

If approved for WLEP funding my organisation will deliver the project in accordance with the specification and methodology set out in the attached project management plan

Signed	_____
Name	
Position	
Organisation	
Date	

Contents Checklist

Please fill out this checklist whilst completing your Application. We cannot accept your application without all required documentation.

Please double click the tick box and check the default value to indicate your answer.

Mandatory on all Projects

Item	
Part 1 - Application (<i>this Form</i>)	✓
Part 2 - Project Management Plan	✓