

Full Application Appraisal Form

Project Name		WLEP Reference No

Funding Source			Value					
			FY0	FY1	FY2	FY3	FY4+	Total
WLEP Growth Deal	Cap	£						
Other Public Funding (identify source)	Cap	£						
Private Sector Funding (identify source) Strickland Ltd Primafruit Ltd	Cap	£						
Applicants Own Funds	Cap	£						
Overall Project Value								

Outputs Profile	Value					
	FY0	FY1	FY2	FY3	FY4+	Total
<i>Please insert a list of all outputs delivered by the project</i>						
Length of New Road Built						
Area of site developed						
Utilities and services installed						

* Add output rows as required



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Appraisal Recommendation	Approve <input type="checkbox"/>	Approve with conditions <input type="checkbox"/>	Reject <input type="checkbox"/>
Appraisal Summary	<i>Summary</i>		

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Appraisal Profile

Strategic Case	Fully Made	Largely Made	Marginally	Not Made
1.1 Project Definition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Strategic Fit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Constraints (State Aid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Economic Case	Fully Made	Largely Made	Marginally	Not Made
2.1 Options Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Value for Money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Financial Case	Fully Made	Largely Made	Marginally	Not Made
3.1 Affordability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Project Costings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Project Viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commercial Case	Fully Made	Largely Made	Marginally	Not Made
4.1 Procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Management Case	Fully Made	Largely Made	Marginally	Not Made
5.1 Applicant Capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Project Deliverability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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5.4 Project Risk and Issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Project Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6 Project Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7 Project Marketing and Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8 Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Name & Signature	Remarks	Date
Appraiser	<i>I declare that I have no interest that would compromise my appraisal of this project</i>	

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1 Strategic Case

1.1 Appraisal of Project Definition

1.1.1 Project Rationale

Does the Application adequately evidence the Problem and its root causes or the Opportunity to be addressed? (if not, indicate what additional information/evidence is required)

1.1.2 Project Objectives

Does the Application set out clear objectives; are they specified in line with SMART principles?

1.1.3 Reason for WLEP Growth Deal Funding

Does the Application adequately describe why the project should be funded by the public sector in general citing a credible market failure and how the project falls within the remit of and should be funded by Worcestershire Local Enterprise Partnership.

1.1.4 Consistency of Project Outputs and Outcomes

Does the Application identify Outputs and Outcomes that are consistent with the Rationale and Objectives of the project?

1.1.5 Project Definition Rating

Fully Made

Largely Made

Marginally

Not Made

1.2 Appraisal of Strategic Fit

1.2.1 Remit

Are the goals and activities of the project within the WLEPs remit to fund?

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1.2.2 Fit with the Worcestershire Strategic Economic Plan

How does the Application demonstrate that the project will address problems/opportunities recognised as priorities for resolution in the Worcestershire Strategic Economic Plan?

1.2.3 Fit with WLEP Business Plan 2015 - 2018

How does the application demonstrate that the project will address problems/opportunities recognised as priorities for WLEP Funding in the Business Plan 2015 - 2018

1.2.4 Strategic Fit Rating

Fully Made

Largely Made

Marginally

Not Made

1.3 Appraisal of Legal Constraints

1.3.1 State aid

If the project benefits are selective, how does the Application demonstrate that they:-

- are not state aid by reference to the State aid regulations;
- are a legal state aid to be delivered in accordance with current block exemptions or regulations;
- could be a legal state aid under the regulations the use of which needs to be notified.

1.3.2 Legal Constraints Rating

Fully Made

Largely Made

Marginally

Not Made

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2 The Economic Case

2.1 Options Evaluation

2.1.1 “What” Options

How does the application demonstrate that:-

- other options for solving the problem were evaluated thoroughly and objectively before the preferred option was chosen;
- the preferred option best addresses the root causes identified previously;

2.1.2 Options Evaluation Rating

Fully Made

Largely Made

Marginally

Not Made

2.2 Value for Money

2.2.1 Value for Money

Comment on the Value for Money evidenced by the Application in terms of value achieved by the WLEP investment

2.2.2 Overall VfM Rating

Fully Made

Largely Made

Marginally

Not Made

3 The Financial Case

3.1 Affordability

3.1.1 Affordability to Applicant and other Funders

Does the Application demonstrate evidence of both the applicants and other partners' financial commitment to the project?

3.1.2 Contribution of Project to WLEP Business Plan

Does the Project deliver Outputs needed by the WLEP within the project's delivery period?

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3.1.3 Affordability Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.2 Project Costings

3.2.1 Project Cost Estimation				
Does the Application demonstrate that the project costs are based on robust estimates				
3.2.2 Project Costing Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.3 Project & Applicant Viability

3.3.1 Applicant Viability				
Does the Application demonstrate that the applicant has the financial capacity to deliver this project without risk to their financial viability?				
3.3.2 Project Business Plans				
Does the project have a business plan that has been sensitivity tested against changes to income and costs that demonstrates that the project is sustainable through delivery and or any intended period post WLEP funding.				
3.3.3 Project & Applicant Viability Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4 The Commercial Case

4.1 Procurement

4.1.1 Project Procurement Compliance				
Is there evidence that procurement on this project will comply with public procurement requirements?				

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4.1.2 Whole Procurement of Delivery

If the project is to be delivered by procurement of the whole, is this likely to be an attractive proposition for the potential bidders and transfer delivery risk effectively to the successful bidder(s)

4.1.3 Procurement Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 The Project Management Case

5.1 Applicant Capability

5.1.1 Applicant Capability

Does the Applicant's past record demonstrate an operational capability and capacity to deliver similar projects successfully?

5.1.2 Applicant Capability Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.2 Project Narrative

5.2.1 Project Narrative

Is the project well enough defined to form the basis of a legal agreement with the Applicant?

5.2.2 Project Definition Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.3 Project Deliverability

5.3.1 Realism of Overall Plan

Is the overall time scale for delivery of the project realistic?

5.3.2 Suitability of Project Plan for Monitoring Purposes

Does the project delivery plan have the structure and detail to enable us to contract the project and monitor and control it in delivery?

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5.3.3 Project Deliverability Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.4 Project Risks & Issues

5.4.1 Project Issues				
Are the Issues provided with the Application realistic?				
5.4.2 Applicant view of Project Risks				
Does the Risk Log presented in the Application reflect a realistic picture of the business and delivery risks to the project? Do significant risks identified have appropriate management strategies and owners identified?				
5.4.3 WLEP Risks				
Does the Risk Log presented in the PMS include a realistic picture of the risks of the project to the WLEP and the risks identified have appropriate management strategies and owners?				
5.4.4 Project Risk Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.5 Project Management

5.5.1 Project Management Structure & Governance				
Is the project management structure appropriate for the scale and complexity of the Project?				
5.5.2 Project Monitoring & Reporting				
Are the proposed project monitoring and reporting arrangements appropriate to the scale and complexity of the project and will they give the WLEP adequate visibility of project operations?				

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5.5.3 Project Risk Management

Does the project have adequate risk & issue management arrangements that will actively manage risks and issues and ensure accountability throughout the life of the project?

5.5.4 Change Control

Do the proposed change management arrangements provide adequate control as well as providing for a controlled response to requests for change from the WLEP and delivery partners? (

5.5.5 Document Management Arrangements

Does the project have adequate arrangements for maintaining accurate project records during the project life and for any retention period post delivery?

5.5.6 Project Management Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.6 Project Quality

5.6.1 Output Data Collection

Does the project have adequate arrangements to assure the quality of the WLEP Outputs to be delivered?

5.6.2 Project Quality Rating	Fully Made	Largely Made	Marginally	Not Made
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.7 Project Marketing & Communications

5.7.1 Communications Management

Does the project have adequate arrangements for ensuring that all stakeholders are aware of the project and any changes to it during the project's life?

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5.7.2 Marketing Management

Does the project have an adequate marketing plan to ensure that the intended beneficiaries are aware of the project?

5.7.3 Publicity Requirements

Does the Project communications plan meet WLEP requirements?

5.7.4 Project Marketing and Communications Rating

Fully Made

Largely Made

Marginally

Not Made

5.8 Evaluation

5.8.1 Evaluation Plan

Will the Evaluation Plan submitted measure the success of the project in achieving its intended outcomes and impact effectively and economically?

5.8.2 Data Collection

Does the Evaluation Plan identify how the data needed to support the evaluation will be captured during the life of the project?

5.8.3 Evaluation Plan Rating

Fully Made

Largely Made

Marginally

Not Made