



GROWTH PROSPECTUS 2019/20 – FULL APPLICATION FORM

Project Title	*Pre-populated by CRM (from Eol)
CPCA Reference	*Pre-populated by CRM (from Eol)
Lead Organisation	*Pre-populated by CRM (from Eol)
Project Summary	*Pre-populated by CRM (from Eol)

PROJECT DETAILS	
Please provide a descriptive overview of the project including progress to-date and any changes since the Expression of Interest. How and why delivery has stalled, and what will Growth Fund support unlock? (500 words)	
Start date	
Completion date	

PROJECT PARTNERS	
Please provide details of confirmed project partners (including contact & phone number)	
Partner 1:	Partner 2:
Please add additional boxes if more than two partner organisations are involved	
Please provide details of confirmed Developer / Contractors (including contact names & phone number)	
Developer / Contractor 1:	Developer / Contractor 1:
Please add additional boxes if more than two partner organisations are involved	

SITE DETAILS (FOR CONSTRUCTION PROJECTS)	
Location	
Site Ownership	
Current Use	
Proposed Use	
Site Area (ha)	
Existing Built Floorspace (sqm)	
Planning Permissions?	
Section 106 Agreements?	
Existing Land Charges or Restrictions?	



SITE DETAILS (FOR REFURBISHMENT PROJECTS)	
Location	
Site Ownership	
Current Use	
Proposed Use	
Site Area (ha)	
Existing Built Floorspace (sqm)	
Planning Permissions?	
Section 106 Agreements?	
Existing Land Charges or Restrictions?	

SITE DETAILS (FOR COMMERCIAL PROJECTS)	
Location	
Site Ownership	
Current Use	
Proposed Use	
Site Area (ha)	
Existing Built Floorspace (sqm)	
Planning Permissions?	
Section 106 Agreements?	
Existing Land Charges or Restrictions?	



PROJECT OUTPUTS 2019/20					
Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.					
Employment					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Transport					
Length of road to be resurfaced (meter)	Length of road to be newly built (meter)	Length of cycleway to be built (meter)			
Skills					
Area of learning/training space improved (m2)	Prior Estate Grade (A-D)	Post Completion Estate Grade (A-D)	Floor space rationalise (m2)	New learners assisted (on courses to full qualification)	Specialist equipment (item)
Commercial					
Commercial floorspace to be created (m2)	Commercial floorspace to be refurbished (m2)	Commercial floorspace to be occupied (m2)	Commercial businesses with broadband access		
Flood Risk Prevention					
Land with reduced likelihood of flooding (m2)	Homes with reduced flood risks (unit)	Commercial property with reduced flood risk (units)			
Business & Enterprise					
Number of enterprises receiving grant support	Number of businesses receiving other grant support	Number of businesses receiving non financial support			



PROJECT OUTPUTS 2020/21					
Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.					
Employment					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Transport					
Length of road to be resurfaced (meter)	Length of road to be newly built (meter)	Length of cycleway to be built (meter)			
Skills					
Area of learning/training space improved (m2)	Prior Estate Grade (A-D)	Post Completion Estate Grade (A-D)	Floor space rationalise (m2)	New learners assisted (on courses to full qualification)	Specialist equipment (item)
Commercial					
Commercial floorspace to be created (m2)	Commercial floorspace to be refurbished (m2)	Commercial floorspace to be occupied (m2)	Commercial businesses with broadband access		
Flood Risk Prevention					
Land with reduced likelihood of flooding (m2)	Homes with reduced flood risks (unit)	Commercial property with reduced flood risk (units)			
Business & Enterprise					
Number of enterprises receiving grant support	Number of businesses receiving other grant support	Number of businesses receiving non financial support			



PROJECT OUTPUTS 2021/22					
Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.					
Employment					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Transport					
Length of road to be resurfaced (meter)	Length of road to be newly built (meter)	Length of cycleway to be built (meter)			
Skills					
Area of learning/training space improved (m2)	Prior Estate Grade (A-D)	Post Completion Estate Grade (A-D)	Floor space rationalise (m2)	New learners assisted (on courses to full qualification)	Specialist equipment (item)
Commercial					
Commercial floorspace to be created (m2)	Commercial floorspace to be refurbished (m2)	Commercial floorspace to be occupied (m2)	Commercial businesses with broadband access		
Flood Risk Prevention					
Land with reduced likelihood of flooding (m2)	Homes with reduced flood risks (unit)	Commercial property with reduced flood risk (units)			
Business & Enterprise					
Number of enterprises receiving grant support	Number of businesses receiving other grant support	Number of businesses receiving non financial support			



PROJECT OUTPUTS 2021 onwards					
Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.					
Employment					
Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3
Transport					
Length of road to be resurfaced (meter)	Length of road to be newly built (meter)	Length of cycleway to be built (meter)			
Skills					
Area of learning/training space improved (m2)	Prior Estate Grade (A-D)	Post Completion Estate Grade (A-D)	Floor space rationalise (m2)	New learners assisted (on courses to full qualification)	Specialist equipment (item)
Commercial					
Commercial floorspace to be created (m2)	Commercial floorspace to be refurbished (m2)	Commercial floorspace to be occupied (m2)	Commercial businesses with broadband access		
Flood Risk Prevention					
Land with reduced likelihood of flooding (m2)	Homes with reduced flood risks (unit)	Commercial property with reduced flood risk (units)			
Business & Enterprise					
Number of enterprises receiving grant support	Number of businesses receiving other grant support	Number of businesses receiving non financial support			



PROJECT FINANCIAL DETAILS					
Total Project Costs					
Total Capital					
Total Revenue					
Total Growth Funds requested					
Please provide a financial summary for the project. All information should relate to the project for which Growth Funds are being sought					
	2019/20	2020/21	2021/22	2022 onwards	TOTAL
COSTS (£)					
TOTAL COSTS					
Please submit any information which substantiates these values and costs					

PROJECT FUNDING			
Please provide details of the funding already secured and/ or any being sought in addition to Growth Funds, including, where appropriate any funding certificates			
SOURCE	VALUE (£)	TYPE (CAP/REV)	STATUS
Please confirm the projected expenditure profile for the Growth Funding requested			
MILESTONE	AMOUNT (£)	DATE	
Please confirm how Growth Funds loan will be repaid, including the proposed payback mechanism, amounts and timings (where known at this stage)			
Please confirm how Growth Funds Equity loan will be managed, including the proposed shareholder % to be allocated to CPCA, and identify the other shareholders and governance arrangements.			
Please confirm security offered against the requested Growth Funds			
Please describe any other options (including funding options) that have been considered and explain why the amount being requested is the minimum necessary in order for the project to proceed			



STATE AIDS

Please confirm the Project is State Aid compliant:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/325465/bis-14-943-state-aid-general-block-exemption-guidance.pdf

(Please provide a copy of any legal advice received in this respect)

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DECLARATION

- I/We certify that to the best of our knowledge the information provided is a true and accurate reflection of our business circumstances. If this is found not to be the case the application will be declined without any further reference to us.
- I/We authorise Cambridgeshire & Peterborough Combined Authority (CPCA) undertake any searches or other investigations deemed necessary in the assessment of my/our application. CPCA is under no obligation to notify me/us of the nature of these searches.
- I/We authorise CPCA to notify HM Government Ministry of Housing, Communities & Local Government (MHCLG) and any of its subsidiaries of our application, where, in the opinion of CPCA, alternative and more appropriate sources of funding may be available.
- I/We confirm that CPCA may make enquiries of any person who may have access to information relevant to my/our application without prior reference to me/us.
- I/We agree that CPCA may use our company name in conjunction with their marketing activities.
- I/We agree that CPCA's decision is final.
- I/We have read and understood the features and eligibility criteria of the scheme.

Signature

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Name

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Position

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Date

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APPLICATION CHECKLIST

Please check you have included copies the following with your completed application:

- A completed and signed application form
- A spreadsheet setting out the timeline for drawing down funds against key project milestones
- A project cashflow spreadsheet (setting out all project costs and Growth Funds loan payback profile)
- A completed Project Plan (template provided)
- A completed Risk Log (template provided)
- A Business Management Plan (detailing the business history, future plans including a minimum of 3 years financial projections)
- Last 3 years Financial Account returns
- Lead organisation Health & Safety Policy
- Lead organisation Anti Slavery Policy
- Lead organisation Equal Opportunity Policy
- Directors and key staff CVs

Please note

- Submissions must be electronic
- Projects will require a detailed Business Case and full Independent Economic Appraisal will be carried out
- Applicants agree to the information contained in this form being processed by Cambridgeshire & Peterborough Combined Authority and to it being passed to the Department for Business Innovation and Skills for the express use of statistical analysis

COMPLETED APPLICATIONS

Please return completed Full Application forms to:

GrowthFunds@cambridgeshirepeterborough-ca.gov.uk

If you have any queries, please contact 01480 277180