

GUIDANCE FOR FUNDING APPLICATIONS

JULY 2019

CONTENT

1. Key Purpose
2. Background
3. Target Priorities
4. Funding Award Process
5. Supporting Documentation
6. Project Variance
7. Project Monitoring

1. Key Purpose

This guide is to assist and support organisations applying for Growth Fund to understand the process and the procedures in place at Cambridgeshire & Peterborough Combined Authority (CPCA) prior to and once funding has been agreed.

It covers the following:

- Proposal development
- Target priorities for the LGF
- Expression of interest
- Full application
- Requesting any changes
- Reporting structure
- Key documents

2. Background

CPCA has secured funding to support economic growth across the authorities and has in place a Business Board to manage the process that allocates funding and manages the process post allocation

A transparent and consistent approach has been established to oversee a wide range of projects funded through the Local Growth Fund.

3. Target Priorities

Skills and Education

Area of new or improved learning/training floorspace (m2)	<p>The amount of "new build" training/learning floor space constructed. Figures to be provided following completion.</p> <p>The amount of training/learning floor space 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.</p>
Prior Estate Grade	Condition graded by surveyor of the property identified for refurbishment– A, B, C, D
Post Completion Estate Grade	Condition graded by surveyor of the property identified for refurbishment– A, B, C, D
Floorspace rationalisation (m2)	The amount of overall floorspace reduced following completion of the project through, for example, demolition or disposal. Figures to be provided following completion.

Number of New Learners Assisted (in courses leading to a full qualification)	The number of new learners assisted as a direct result of the intervention, in courses leading to a full qualification.
Specialist Capital Equipment	Type of new specialist equipment - Specialist equipment: Resources specific to a particular sector or industry, and which are required in connection with that sector or industry's production of goods and services. These resources will usually comprise specific mechanical devices, but may include bespoke software, or a combination. Includes resources used to produce goods and services, as well as training resources unique to the industry (e.g. simulators). Does NOT include general equipment, IT infrastructure or resources used for several curriculum areas.
Other Capital Equipment	Non-specialist capital equipment (see above).

Commercial

Commercial Floor Space Completed	At the impact site, the area and class of commercial floor space completed. 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 (sqm).
Commercial Floor Space Refurbished	At the impact site, the area and class of refurbished commercial floor space. Floor areas should be measured in accordance with the RICS Code of measuring practice (6th edition) 2007 (sqm).
Commercial Floor Space Occupied	At the impact site, the area and class of commercial floor space constructed/refurbished that is currently occupied by commercial tenants this quarter (sqm).
Commercial Broadband Access	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 (this quarter) (sqm).

Flood Risk Prevention

Area of Land with reduced likelihood of flooding as a result of the project (m2)	Area of land with a reduced likelihood of flooding as a result of the project (m2) this quarter
Reduced Flood Risk Homes This Period	Number of homes with a reduced likelihood of flooding as a result of the project this period

Reduced Flood Risk Commercial This Period	Number of commercial units with a reduced likelihood of flooding as a result of the project this period
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Business and Enterprise

Number of enterprises receiving grant support	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.
No Number of enterprises receiving financial support other than grants	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.
Number of enterprises receiving non financial support	Number of SMEs receiving support (inc. 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

4. Funding Award Process

- a. Expression of Interest
 - i. An idea for a project could come from a variety of sources including local authority, university, government department or private business. They should all link in some way to the [Cambridgeshire and Peterborough Local Industrial Strategy](#)
 - ii. There is support available, discussions may assist in deciding if the funding is suitable.
 - iii. The EoI is submitted and assessed by a small panel of individuals who have knowledge of the funding arrangements and LIS.
 - iv. Lead organisation for the project are informed within 10 working days if their project can be progressed to Full Application.
- b. Full Application
 - i. The Full Application will be developed by the lead organisation.
 - ii. The application will be appraised by an external organisation employed by CPCA to offer an unbiased review of the project.
 - iii. The application and appraisal report will be submitted to the Business Board and the project is recommended for approval, approval with conditions or rejection.
 - iv. If the project is deemed unsuitable for funding the lead organisation will be informed within 5 working days of the Business Board decision.
 - v. If the lead organisation wishes they can update the Full Application taking into account, the feedback from the Board and resubmit their project or they can stop the process.

- vi. If the project is recommended for funding with conditions those conditions must be met before final approval is given by the Business Board.
- vii. Once full approval is given the lead organisation will be issued with an Approval Letter.
- viii. Further contractual arrangements are entered into with the CPCA Legal Team and are based on whether the funds are a grant fund or a loan arrangement.

5. Supporting Documentation

In order for your Full Application Form to progress you will need to provide additional supporting documents, these are:

- a. *Project Plan*
- b. *Risk Log*
- c. *LGF cashflow spreadsheet*
- d. Business Management Plan – including history, future plans and 3 years financial projections
- e. Last 3 years accounts
- f. CV's of Directors & key delivery staff

The documents in italics can be found as template on the website [Business Board Growth Funds](#). We have included the [CPCA Service Agreement](#) for your information

6. Project Variance

A change to the project could be generated because of changes to:

- a. Cost
- b. Time
- c. Scope.

Any changes will be submitted by the lead organisation on the correct form and recommendations will be made to the Business Board.

The lead organisation will be informed via a formal Project Variation letter within 10 working days of the request being submitted.

5. Project Monitoring

- a. A [claim form](#) requesting payment and milestone update is required monthly/weekly.
- b. A formal highlight report is required monthly and should be completed by the Project Manager identified in the Full Application.