

**Category 2-Expression of Interest-** **Application Form**

The Recycled Fund Guidance is and the Strategy Docs for Applicants are to be found here: [Local Growth Fund - Cambridgeshire & Peterborough Combined Authority (cambridgeshirepeterborough-ca.gov.uk)](https://cambridgeshirepeterborough-ca.gov.uk/what-we-deliver/business/local-growth-fund/)

One application form should be completed per bid, including packaged bids.

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| **Organisation Name** |  |
| **Organisation Address** |  |
| **Lead Officer Name** |  |
| **VAT Registration No** |  | **Companies House Registration No.** |  |
| **Telephone Number** |  |
| **Email Address** |  |
| **Type of bid** | Packaged |  | Single |  |
| **Constituency (tick which one applies)** | Peterborough |  |
| South Cambridgeshire |  |
| East Cambridgeshire  |  |
| Cambridge City |  |
| Huntingdonshire District Council |  |
| Fenland District Council |  |
| Region Wide |  |
| **Investment Priority (tick which apply)** | Transport |  |
| Regeneration & Town Centre Investment |  |
| Cultural Investment |  |

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| **PROJECT PARTNERS**  |
| **Please provide details of confirmed project partners (including contact & phone number)** |
| **Partner 1:**  | **Partner 2:** |
| **Partner 3:**  |  |

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| **PART 1 PROJECT DETAILS** |
| **Please provide a descriptive overview of the project (500 words)** |
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| **Start date**  |  |
| **Completion date**  |  |
| **Describe the evidence of need & market failure – (250 words)** |
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| **Demonstrate how data, surveys and evidence support your bid (250 words)** |
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| **Describe the visible impact the project will have & how the project will address existing or future problems (250 words)** |
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| **Describe how you have engaged with wider stakeholders in developing the project (300 words)** |
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| **PART 2 PROJECT DELIVERABLES****Annex A – project Impacts to be completed** |
| **Project Outcomes - please indicate how the project will deliver against job outputs and wider economic outcomes (300 words)** |
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| **Describe how the economic benefits have been estimated (300 words)** |
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| **Summary of the overall Value for Money of the proposal - refer to the HMTs Green Book:** [here](https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent/the-green-book-2020) |
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| **Is the project part of a wider development/programme/project? If so, please provide details** |
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| **What is the status of your project?** **For example: feasibility, business case, planning approved, ready to start, already onsite, or project underway?** |
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| **Is Planning Permission required? If so, by when is this anticipated?** |
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| **If the project includes development or redevelopment of land or premises, please indicate whether your organisation has control of the site or when you expect to have control or ownership** |
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| **DELIVERABILITY** |
| **Third Party Funding Partner** |  |
| **Construction partner – if procured**  |  |
| **Describe the procurement arrangements for the project (250 words)** |
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| **Describe the arrangements for project management of construction works (250)** |
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| **SITE DETAILS**  |

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| **Location** |  |
| **Site Ownership**  |  |
| **Current Use**  |  |
| **Proposed Use** |  |
| **Site Area (ha)** |  |
| **Existing Built Floorspace (sqm)** |  |
| **Planning Permissions?** |  |
| **Section 106 Agreements?** |  |
| **Existing Land Charges or Restrictions?** |  |

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| **PART 3 PROJECT FINANCIAL DETAILS****Annex B – Financial Budget Sheet to be completed** |

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| **Total Project Costs** |  |
| **Total Capital**  |  |
| **Total Revenue** |  |
| **Total 3rd Party Contribution**  |  |
| **Total Recycled Funds requested** |  |

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| **Please provide a financial summary for the project. All information should relate to the project for which Recycled Fund is being sought** |
|  | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **Total** |
| **COSTS (£)**  |  |  |  |  |  |  |
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| **TOTAL COSTS**  |  |  |  |  |  |  |
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| **PART 4 PROJECT RISKS****Annex C – Risk Register to be completed** |
| **What are the key risks associated with the project and identified mitigation measures? Include:*** **Financial risks**
* **Delivery risks**
* **Arrangements for management & mitigation**
* **Understanding of roles & responsibilities**
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| **Evidence your track record of delivering schemes of a similar scale (150 words)** |
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| **PART 5 - MONITORING & EVALUATION** |
| **Set out how you will monitor and evaluate the project during and post delivery*** **(500 words)**
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| **PART 6 – SUBSIDY CONTROL**For question 7b please use 500 words or less and be as concise as possible in your description |
| The project must deliver in line with Subsidy Control as per Government Guidance?<https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities> |
| 7a. Does any of the project involve the issue of subsidy?  | Yes/No |
| 7b. If yes, please explain how the subsidies are compliant with the UKs Subsidy control regime?  |
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| **PART 7 - DATA PROTECTION** |
| Please note that the CPCA will be a Data Controller for all Recycled Funds Applications-related Personal Data collected with this form and submitted to the CPCA, and the control and processing of Personal Data.The Lead Authority will process all data according to the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation 2018 (UK GDPR) all applicable laws and regulations relating to processing of Personal Data and privacy, including, where necessary, the guidance and codes of practice issued by the Information Commissioner and any other relevant data protection regulations (together “the Data Protection Legislation (as amended from time to time)”).As a Processer of Recycled Fund-related Personal Data your organisation and the Lead Authority (when acting in Great Britain) must ensure that such Personal Data is processed in a way which complies with the Data Protection Legislation (as amended from time to time).By proceeding to complete and submit this form, you consent that the CPCA and its contractors where relevant, may process the Personal Data that it collects from you, and use the information provided as part of the application to the CPCA for funding, as well as in accordance with its privacy policies. For the purposes of assessing your application the CPCA may need to share your Personal Data with other organisations for due diligence checks and by submitting this form you are agreeing to your Personal Data being used in this way.Data Controller, Personal Data, Personal Data and Processor all have the meaning given to them in the Data Protection Legislation (as amended from time to time).You can find more information about how the CPCA deals with your data here: <https://cambridgeshirepeterborough-ca.gov.uk/wp-content/uploads/documents/governance/transparency/codes-ofconduct-and-policies/Data-Protection-Policy.pdf> |

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| **DECLARATION** |
| I declare that I have the authority to represent the project applicant in making this application. I understand that acceptance of this application form by the CPCA does not in any way signify that the project is eligible for funding under the Recycled Fund or that any such funding has been approved towards it.On behalf of the project applicant and having carried out full and proper inquiry, I confirm to the CPCA that:* the project applicant has the legal authority to carry out the project; and
* the information provided in this application is accurate.

I also confirm to the CPCA: I have informed all persons whose personal information I have provided 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 consent to the Personal Data submitted with this form being shared as set out in this form and in accordance with the CPCAs.I shall inform the CPCA if, prior to any Recycled Funding being legally committed to the project applicant, I become aware of any further information which might reasonably be considered as material to the CPCA in deciding whether to fund the proposal;Any match funding that has been set out in part 3 will be in place prior to any award of Recycled Funding; andI am aware that if the information given in this application turns out to be false or misleading, the CPCA may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal.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 funding or for the purpose of assisting any person to obtain grant funding may 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 confirm that I understand that if the project applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support. |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |

**Annex D – General Guidance for Completing the Application Form**

The application must be completed and submitted in Word.

Provide describe the project as simply as possible. Do not use technical terms, explain any acronyms. If an assessor cannot understand the project it cannot be assessed against the selection criteria and the bid will be rejected.

Some sections of the form contain guidance on the number of words to be used. Additional information and text in excess of any limits will not be considered. If possible use fewer words. The assessment of bids will be based on the information provided in the Application Form only. **Do not attach appendices or include links to websites.**

# Part 1 - Project Details

Full details of the investment priorities are set out in the Prospectus. Bids must demonstrate how they align with at least one of the priorities.

Clearly explain what the project intends to do and how it will be done. Be as straightforward as possible. If it helps to use diagrams these can be inserted into the application. When reviewing your bid consider the following questions from the point of view of someone who knows nothing about the organisation or the project:

* is it clear what the project would do?
* is it clear who will deliver the activities, who is involved and their roles?
* is it clear how, when and where the project will be delivered (ie. will the project deliver one to one support, one to many events/activities, will it be delivered in a specific location, on business or personal premises)?
* is it clear which individuals and businesses will benefit from the project, is there a focus on certain groups of people or types of businesses?
* is it clear how the project activities reflect the investment priorities?

If the project will work with people or businesses, you can summarise the customer journey using a flow chart showing specific project activities. A logic model or theory of change may also help explain your proposal.

A project may be delivered in a single area or cover several areas. A project may operate in all parts of a local authority area or focus on particular locations.

The deliverability of projects is significant element of the criteria that will be used to assess bids to the Recycled Fund. It is important that we can have confidence that organisations that are offered funding are able to implement their projects quickly and effectively

As the Recycled Fund is seeking innovation and new ways of working it is not essential that applicant organisations have a track record in delivering similar projects. It is however essential that organisations can draw on relevant experience and are able to demonstrate they have or will have access to the resources and expertise they need to deliver the project.

These key milestones must link to the proposed activities and demonstrate that the project is deliverable by December 2022. Do not include milestones relating to the approval of the bid. Consider:

* securing internal approvals for the project or any other funding
* establishing the project team
* procurement for external services/suppliers
* project launch and recruiting beneficiaries
* key points on the beneficiary journey

Projects will be monitored against these milestones.

# Part 2 - Project Impact

Consider the impact on the beneficiaries and what the organisations involved in delivering the project hope to learn from it. Summarise the objectives of the project. These should be specific, measurable, achievable and time constrained. Set out how the project responds to any market failure or delivery inefficiency.

Describe how the project activities and expected impacts contributes to local priorities set out in local plans. When lead authorities invite bids, they will identify the key local growth priorities they have chosen to focus on.

As a minimum projects should meet the clean growth principle and must not conflict with the UK’s legal commitment to cut greenhouse gas emissions to net zero by 2050.

Describe how the project demonstrates innovation in service delivery for example:

* introducing new delivery approaches
* new integrated approaches across policy themes or
* collaboration across areas
* testing existing approaches with different types of beneficiaries
* new ways of using digital technology to support beneficiaries

Provide any further information on the groups or sub-groups of people or businesses the project would work with. Describe how the number in each group has been estimated.

Complete Annex A of the application. Provide any further information on project outcomes and explain how the figures have been estimated. For example, explain the relationships between the number of intended final beneficiaries and the outcomes you intend to achieve?

Projects will be required to report on the number and type of beneficiaries supported and the outcomes achieved.

# Part 3 - Funding Package

Match funding is any funding other than funding from the Recycled Fund that will be used to meet project costs. This includes from the project applicant or other organisation including income from beneficiaries.

Please set out who match funding will come from, where relevant.

If the project relies on match funding and it is not secured, explain when it is expected to be secured and what the impact would be if it is not secured.

Summarise the amount that will be spent under the main areas of expenditure. The breakdown must be detailed enough to demonstrate that the funding package and budget is appropriate to the proposed activities and sufficient to deliver the project.

Examples of the types of headings to use are:

* staff costs - salaries and contractual benefits, National Insurance and superannuation contributions
* overheads, at 15% of staff costs
* business travel, subsistence and accommodation
* fees of contractors and consultants
* costs of materials or venue hire
* marketing and publicity costs
* grants provided to end beneficiaries
* training participant costs e.g. allowances, travel expenses
* dependent care costs of training participants
* small items of equipment
* evaluation

VAT that cannot be recovered from HMRC as part of the VAT system is eligible for support.

Project costs must be based on the actual expenditure incurred in delivering the project, evidenced through invoices or other transactions. Describe the process and controls the organisation would use to ensure only costs related to the project are included in grant claims.

# Part 4 – Project Risk Management

Complete Annex C. This should provide a clear summary of the key risks to delivering the project activity and achieving the project’s objectives.

Describe how the risk identified in Annex C will be monitored, what systems will be used, who is responsible.

Be realistic, projects rarely run exactly as planned. The project must demonstrate that risks have been considered and appropriate plans are in place to keep the project on track.

Describe how the project will manage the risk of the project being defrauded by beneficiaries, contractors or members of staff. If the project involves grants, describe how fraud risk will be managed at key stages of the grant process. Recycled Fund projects may be selected for audit visits by the lead authority (GB) or the UK Government (GB & NI).

# Part 5 – Evaluation

The project’s evaluation budget must be set out in part 3c. of the application. This should be 1-2% of the amount of Recycled Fund requested, with a minimum threshold of £10,000.

Describe how the project will be evaluated. Evaluation should consider both the impact of the project and lessons from the process of how the project was delivered.

Evaluators should generally be independent of the project and have appropriate evaluation expertise. However, in the case of smaller projects this may not be necessary or cost effective and an evaluation could be undertaken in-house, in which case it should still be undertaken by someone with the necessary skills and be subject to independent review.

The approach will vary depending on the scale and nature of each project. However, all evaluations are expected to consider the following themes:

* appropriateness of initial design
* progress against targets
* delivery and management
* outcomes and impact
* value for money
* lessons learnt

Describe how the evaluation will be used to inform future activity and how it will be shared with others.

# Part 6 – Subsidy Control

If the project will provide support to businesses or public / voluntary sector organisations that are operating in a commercial way there is potential for this support to represent a subsidy.

If the project would involve the award of subsidies explain how this will be managed in line with the UK’s obligations. For example, small scale awards can be managed under the threshold for Special Drawing Rights

If the project provides support to businesses but you feel this does not constitute a subsidy explain why.

**Part 7 – Data Protection Statement**