

**Category 2 Recycled Fund** **Application Form**

This form is for bidding entities, applying for funding from the Category 2 Recycled Fund details 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/)

The level of detail you provide in the Application Form should be in proportion to the amount of funding that you are requesting.

One application form should be completed per bid.

**Applicant & Bid Information**

**Local authority name / Applicant name(s)\*:**

*\*If the bid is a joint bid, please enter the names of all participating local authorities / organisations and specify the lead authority*

**Bid Manager Name and position:**

*Name and position of officer with day-today responsibility for delivering the proposed scheme.*

**Contact telephone number:** **Email address:**

**Postal address:**

**Senior Responsible Officer contact details:**      

Please provide the name of any consultancy companies involved in the preparation of the bid**:**

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| **PART 1 GATEWAY CRITERIA** Failure to meet the criteria below will result in an application not being taken forward in this funding round | |
| 1a Gateway Criteria for **all bids**  Please tick the box to confirm that your bid includes plans for some expenditure in 2022-23  *Please ensure that you evidenced this in the financial case / profile.* | Yes  No |

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| **PART 2 EQUALITY AND DIVERSITY ANALYSIS** |
| 2a Please describe how equalities impacts of your proposal have been considered, the relevant affected groups based on protected characteristics, and any measures you propose to implement in response to these impacts. (500 words) |
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| **PART 3 APPLICATION SUMMARY** | |
| Please provide an update of your proposal, where changes may have occurred and current status (Limit 500 words). | |
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| Please set out the value of grant being requested (£). This should align with the financial case: | £ |
| 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? |  |

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| **PART 4 STRATEGIC FIT** | |
| **Stakeholder Engagement and Support** See technical note Table 1 for further guidance. | |
| Describe what engagement you have undertaken with local stakeholders and the community (communities, civic society, private sector and local businesses) to inform your bid and what support you have from them**.** (Limit 500 words) | |
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| Are any aspects of your proposal controversial or not supported by the whole community? Please provide a brief summary, including any campaigns or particular groups in support or opposition? (Limit 250 words) | |
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| Where the bidding local authority does not have the statutory responsibility for the delivery of projects, have you appended a letter from the responsible authority or body confirming their support? | Yes  No  N/A |
| **The Case for Investment** | |
| Please provide evidenceof the local challenges/barriers to growth and context that the bid is seeking to respond to. (Limit 500 words) | |
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| Explain why CPCA investment is needed (what is the market failure)? (Limit 250 words) | |
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| Please set out a clear explanation on what you are proposing to invest in and why the proposed interventions in the bid will address those challenges and barriers with evidence to support that explanation. As part of this, we would expect to understand the rationale for the location. (Limit 500 words) | |
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| Please explain how you will deliver the outputs and confirm how results are likely to flow from the interventions. (Limit 500 words)  Annex A – Project Impacts Required | |
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| **Alignment with the local and national context** | |
| Explain how your bid aligns to and supports relevant local strategies e.g. Economic Growth & Skills Strategy and local objectives for investment, improving infrastructure and levelling up. (Limit 500 words) | |
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| Explain how the bid aligns to and supports the UK Government policy objectives, legal and statutory commitments, such as delivering Net Zero carbon emissions and improving air quality. (Limit 250 words) | |
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| Where applicable explain how the bid complements / or aligns to and supports other investments from different funding streams. (Limit 250 words) | |
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| **PART 5 VALUE FOR MONEY** |
| **Appropriateness of data sources and evidence** |
| Please use up to date evidence to demonstrate the scale and significance of local problems and issues. (Limit 250 words) |
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| Bids should demonstrate the quality assurance of data analysis and evidence for explaining the scale and significance of local problems and issues. Please demonstrate how any data, surveys and evidence is robust, up to date and unbiased. (Limit 500 words) |
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| Please demonstrate that data and evidence chosen is appropriate to the area of influence of the interventions. (Limit 250 words) |
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| * 1. **Effectiveness of proposal in addressing problems** |
| Please provide analysis and evidence to demonstrate how the proposal will address existing or anticipated future problems. Quantifiable impacts should usually be forecasted using a suitable model. (Limit 500 words) |
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| Please describe the robustness of the forecast assumptions, methodology and model outputs. Key factors to be covered include the quality of the analysis or model (in terms of its accuracy and functionality) (Limit 500 words) |
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| **5.3 Economic costs of proposal** |
| Please explain the economic costs of the bid. Costs should be consistent with the costs in the financial case, but adjusted for the economic case. This should include but not be limited to providing evidence of costs having been adjusted to an appropriate base year and that inflation has been included or taken into account. In addition, please provide detail that cost risks and uncertainty have been considered and adequately quantified. Optimism bias must also be included in the cost estimates in the economic case. (Limit 500 words) |
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| **5.4 Analysis of monetised costs and benefits** |
| Please describe how the economic benefits have been estimated. These must be categorised according to different impact. Depending on the nature of intervention, there could be land value uplift, air quality benefits, reduce journey times, support economic growth, support employment, or reduce carbon emissions. (Limit 750 words) |
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| **5.5 Value for money of proposal** |
| Please provide a summary of the overall Value for Money of the proposal. This should include reporting of Benefit Cost Ratios. If a Benefit Cost Ratio (BCR) has been estimated there should be a clear explanation of how this is estimated ie a methodology note. Benefit Cost Ratios should be calculated in a way that is consistent with [HMT’s Green Book](https://www.gov.uk/government/publications/the-green-book-appraisal-and-evaluation-in-central-governent/the-green-book-2020). (Limit 500 words) |
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| Please describe what other non-monetised impacts the bid will have and provide a summary of how these have been assessed. (Limit 250 words) |
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| Please provide a summary assessment of risks and uncertainties that could affect the overall Value for Money of the bid. (Limit 250 words) |
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| **PART 6 DELIVERABILITY** | | |
| **Financial** | | |
| Please summarise below your financial ask of the cat 2 Recycled Fund, and what if any local and third party contributions have been secured (please note that a minimum local (public or private sector) contribution of 10% of the bid costs is encouraged).  Please also note that a contribution will be expected from private sector stakeholders, such as developers, if they stand to benefit from a specific bid (Limit 250 words) | | |
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| Please also complete Tabs C and D in the **appended excel spreadsheet**, setting out details of the costs and spend profile at the project and bid level in the format requested within the excel sheet.  The funding detail should be as accurate as possible as it will form the basis for funding agreements. | | |
| Please confirm if the bid will be part funded through other third-party funding (public or private sector). If so, please include evidence (i.e. letters, contractual commitments) to show how any third-party contributions are being secured, the level of commitment and when they will become available.  The CPCA may accept the provision of land from third parties as part of the local contribution towards scheme costs. Where relevant, bidders should provide evidence in the form of an attached letter from an independent valuer to verify the true market value of the land. | Yes  No | |
| Please explain what if any funding gaps there are, or what further work needs to be done to secure third party funding contributions.  (Limit 250 words) | | |
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| Please list any other funding applications you have made for this scheme or variants thereof and the outcome of these applications, including any reasons for rejection.(Limit 250 words) | | |
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| Please provide information on margins and contingencies that have been allowed for and the rationale behind them.  (Limit 250 words) | | |
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| Please set out below, what the main financial risks are and how they will be mitigated, including how cost overruns will be dealt with  (you should cross refer to the Risk Register).   (Limit 500 words) | | |
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| **Commercial** | | |
| Please summarise your commercial structure, risk allocation and procurement strategy which sets out the rationale for the strategy selected and other options considered and discounted.  The procurement route should also be set out with an explanation as to why it is appropriate for a bid of the scale and nature submitted.  Please note - all procurements must be made in accordance with all relevant legal requirements. Applicants must describe their approach to ensuring full compliance in order to discharge their legal duties. (Limit 500 words) | | |
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| **Management** | | |
| Delivery Plan: Places are asked to submit a delivery plan which demonstrates:   * Clear milestones, key dependencies and interfaces, resource requirements, task durations and contingency. * An understanding of the roles and responsibilities, skills, capability, or capacity needed. * Arrangements for managing any delivery partners and the plan for benefits realisation. * Engagement of developers/ occupiers (where needed) * The strategy for managing stakeholders and considering their interests and influences. * Confirmation of any powers or consents needed, and statutory approvals eg Planning permission and details of information of ownership or agreements of land/ assets needed to deliver the bid  with evidence * Please also list any powers / consents etc needed/ obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them.   Please summarise the delivery plan, with reference to the above (Limit 500 words) | | |
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| Has a delivery plan been appended to your bid? | | Yes  No |
| Can you demonstrate ability to begin delivery on the ground in 2022/23? | | Yes  No |
| Risk Management: Places are asked to set out a detailed risk assessment which sets out (word limit 500 words not including the risk register):   * the barriers and level of risk to the delivery of your bid * appropriate and effective arrangements for managing and mitigating these risk * a clear understanding on roles / responsibilities for risk | | |
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| Has a risk register been appended to your bid? | | Yes  No |
| Please evidence your track record and past experience of delivering schemes of a similar scale and type (Limit 250 words) | | |
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| Assurance: We will require Chief Financial Officer confirmation that adequate assurance systems are in place.  This should include details around planned health checks or gateway reviews.  (Limit 250 words) | | |
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| **Monitoring and Evaluation** | | |
| Monitoring and Evaluation Plan: Please set out proportionate plans for M&E which should include (1000 word limit):   * Bid level M&E objectives and research questions * Outline of bid level M&E approach * Overview of key metrics for M&E (covering inputs, outputs, outcomes and impacts), informed by bid objectives and Theory of Change. Please complete Tabs E and F on the **appended excel spreadsheet** * Resourcing and governance arrangements for bid level M&E | | |
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| **PART 7 SUBSIDY CONTROL** | |
| 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> | |
| Does any of the project involve the issue of subsidy? | Yes/No |
| If yes, please explain how the subsidies are compliant with the UKs Subsidy control regime? | |
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| **PART 8 DECLARATIONS** |

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| **Senior Responsible Owner Declaration** | |
| As Senior Responsible Owner for [*scheme name*] I hereby submit this request for approval to CPCA on behalf of [*name of organisation*] and confirm that I have the necessary authority to do so.  I confirm that [*name of organisation*] will have all the necessary statutory powers and other relevant consents in place to ensure the planned timescales in the application can be realised. | |
| Name: | Signed: |

**X04: DECLARATIONS**

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| **Chief Finance Officer Declaration** | |
| As Chief Finance Officer for [*name of organisation*] I declare that the scheme cost estimates quoted in this bid are accurate to the best of my knowledge and that [*name of organisation*]   * has allocated sufficient budget to deliver this scheme on the basis of its proposed funding contribution * accepts responsibility for meeting any costs over and above the CPCA contribution requested, including potential cost overruns and the underwriting of any funding contributions expected from third parties * accepts responsibility for meeting any ongoing revenue requirements in relation to the scheme * accepts that no further increase in CPCA funding will be considered beyond the maximum contribution requested * confirm that the authority commits to ensure successful bids will deliver value for money or best value. * confirms that the authority has the necessary governance / assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to. | |
| Name: | Signed: |

**ECLARATIONS**

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| **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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| **APPLICATION CHECKLIST** |
| **Please check you have included copies the following with your completed application:** |
| * A completed and signed application form * A project cashflow spreadsheet (setting out all project costs and spend profile) * A completed Project Plan setting out all key milestones * A completed Risk Register * 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 |