

Skills Capital Fund 2016 Completing the Expression of Interest

General

- All Expression of Interest submissions will be assessed and those that are successful will be progressed to the next stage where a more detailed business case will be required
- It is important to complete the Expression of Interest fully as assessors are not permitted to make contact with applicants to seek clarification
- There is no upper or lower financial limit with a funding proposal
- Applications close at 17.00 on 18 May 2016
- The document 'Guidelines for submitting an Expression of Interest' gives further details about the application process

Completing the Expression of Interest

Section A

1. Project overview

- a) *Title:* Give a short but meaningful project title
- b) *Contact:* Give details of the lead contact for the project
- c) *Project description:* It is important to give a succinct but comprehensive overview of the project as this will be used as the main narrative. Please use between 150 and 300 words.
- d) *Location:* Give the site where the project will be built or where equipment will be used.
- e) *Timeframe:* Give date for start and completion of the project, estimate if necessary.
- f) *Type:* Tick underneath all the relevant boxes.
- g) *Value indicator:* This box should be used to give an approximate measure of what material value will be gained from the project in terms facilities, e.g. floor space, equipment, software, furnishings.
- h) *Total cost:* Give the approximate cost for the full project.
- i) *Funding sought:* Give the amount of funding contribution that is being sought from the Local Enterprise Partnership towards the full project cost.
- j) *What is the long-term strategy of your organisation?* Please give details.

2. The project

- a) *Vision*: Give a brief statement on what the project will seek to achieve when it is operational.
- b) *Main learning activities after completion*: List and explain the main activities that will take place in the new facilities when the project is operational.
- c) *Previous applications for skills funding*: Give details of any government funded skills or research contracts applied for over last 5 years such as outcomes, issues, variation of contract value, problems encountered.

Section B

3. Impact and outcomes

- a) *Anticipated project outputs after operational (please append any evidence)*: Wherever possible use this chart to give estimated figures for anticipated outcomes. Some common outputs are listed and other outputs may be added. Indicate whether evidence is attached to support outputs listed.
- b) *Learning environment*: Describe how the learning environment will be improved by this project.
- c) *Supporting business growth*: Comment on how the project will assist the Local Enterprise Partnership deliver priorities detailed in its Strategic Economic Plan.
- d) *The Learners*: Give the beneficiaries of the project in terms of individuals (or target groups). Please quantify with numbers or give realistic estimate.
- e) *Underlying issues*: Give the prevailing the local economic issues that the project will address.
- f) *Potential threats*: Give barriers and threats that the project is likely to need to overcome to be implemented and how they will be resolved in order for the project to be an operational success.
- g) *Displacement of skills training provision*: Give details of any other training provision within the Local Enterprise Partnership area that the new project proposal would compete against.

4. Strategy and funding

- a) *Total project cost:* Estimated full project cost (as given in Section 1 overview).
- b) *Funding sought from the Local Enterprise Partnership:* Give the funding contribution sought from the LEP towards the full cost and also show this figure as a percentage of the full project cost.
- c) *The level of contribution requested:* Circle YES or NO to indicate whether the level of contribution requested from the Local Enterprise Partnership is above the standard level of contribution of 50%. If YES please give reasons why a higher than standard level of funding is being requested.
- d) *Project alignment with organisations strategy:* Describe whether or not the proposal aligns with your organisations 5 year business plan.
- e) *Sources of financial contributions to the project cost:* Use the chart to show all financial contributions from all anticipated sources until completion, give column totals and state whether contribution is 'secured', 'provisional' or 'not yet requested'.
- f) *Project compliance:* Indicate if the project has reached a recognised stage as described under the Royal Institute of British Architects. If planning permission is needed and has been sought give current status.

Section C

5. Declaration

Please read the statement given in this section on State Aid and if accepted sign and date the declaration.

Forward the completed Expression of Interest along with any attachments by email to: Skillscapital@businessinspiredgrowth.com

Email any queries to Skillscapital@businessinspiredgrowth.com