

Local Growth Fund

Business Case Pro forma

Part A

Lead Organisation & Partner Details

A1 Project name and location

Include postal address, postcode and local authority area

A2 Lead organisation/company

Name of lead organisation/ company (trading name)

Address

Company registration number (if applicable)

Legal status

A3 Lead contact

Name of lead contact

Position

Telephone

Email

Address (if different from above)

A4 Other partners

Please identify all partners/companies/land holding interests that are directly linked with the project. (Append any additional information if appropriate)

Partners involved in direct delivery of the project

Name	Tel No	Email	Address	Nature of interest

Other Partners involved in the project

Name	Tel No	Email	Address	Nature of interest

Part B

Project Details

B1 Project description

Please provide a brief description of your project (no more than 3,500 characters).
This should include a clear indication of what the project is, and its key aims and objectives.
(Please append a clear delivery/implementation plan and any additional information if appropriate).

Please explain what the current baseline position of the project is

B2 Rationale for intervention

Please explain why the project is needed. This should include a clear analysis of the issues you are addressing and/or the market need or failure. Reference or attach evidence to support. (max 3,500 characters)

Please explain why Local Growth Funding (ie public sector intervention) is required, what it will specifically fund and what evidence of market failure there is. Reference or attach evidence to support this (max 3,500 characters).

Please explain what other sources of funding you have tried to secure and what will happen if the project does not secure LGF

Please explain what the critical success factors are for the project and list the criteria against which you will assess the successful delivery of the project.

B3 Beneficiaries

Please explain who the principle beneficiaries of the project are and how they benefit

Part C

Options Assessment

C1 Options analysis

Please append a full Options Analysis. This should include:-

- A description of each option you have considered for the delivery of the project objectives. Considered in relation to scope, project activity, delivery/implementation and funding. Include a “do nothing” option.
- A SWOT analysis for each option.
- Quantified costs and benefits with an explanation of how you calculated the benefits.

A risk assessment for each project, completing **TEMPLATE A** in the business case pack to score each risk for each option. Using that completed template, identify the constraints and dependencies of each option.

Please append options appraisal

Please set out below, using your appended options analysis, a ranking for each of the options considered in priority order.

Please set out your preferred option and why each of the others considered have been ruled out.

Part D

Project Assessment

D1 Strategic fit assessment

Please explain how the project relates to local, LEP and national strategies, policies and initiatives (max. 3,500 characters).

D2 Economic impact assessment

Please describe how the project will contribute to economic growth and the wider economic, social and environmental benefits it will deliver. (max 3,500 characters.)

Please append any economic impact analysis or other evidence to support economic growth.

D3 Value for money assessment

Using a completed **TEMPLATE B**, please provide details of the outputs to be generated by the project. These need to directly relate to the LEP strategic economic plan and should be proportionate to the funding requested. Also detail any additional outputs over and above those contracted with the LEP.

Please explain what leverage from public and private sources of funding the project will secure.

Please explain why your proposal constitutes value for money, detailing your assumptions.
(Reference/append any comparator projects or benchmarks that support your case).

Part E

Project Commercial, Financial & Legal Assessment

E1 Project impact

Please explain what the project outcomes will ultimately be (Define the goods/services to be provided other than the actual capital/infrastructure works). Please provide evidence of how these have been calculated.

E2 Commercial and financial assessment

Using **TEMPLATE C**, please provide a financial breakdown over the next 5 years of delivery. Please also append;

- A forecast project capital cashflow highlighting when the different funding contributions are expected to be received (Outlining assumptions made).
- A detailed operational monthly cashflow of all income and expenditure for the first five years of the project to prove its sustainability (Please disregard any inflation estimate so that any changes in assumptions can be readily seen).

Have Template C and supporting documents been completed and appended?

Project costs

a) Who has prepared the project costs?	
b) On what basis have the project costs been prepared?	
c) Have the project costs been tested robustly and how?	
d) Are cost overruns provided for within your organisation?	
e) Has your organisation identified a contingency budget? if so, how much?	
f) Does your organisation guarantee to absorb any cost increases? If not, who is?	

Please provide a copy of the last 3 years' accounts from your organisation

Tick here to show that you have done so

Please explain what the VAT status of your organisation is and confirm whether all costs are inclusive or net of VAT

E3 Risk assessment

Building on the economic assessment options analysis in Part C, please complete **TEMPLATE D** risk register for your chosen option. Please highlight below the inherent risks associated with your project and your mitigation for these.

E4 State aid and legal assessment

Please explain how the project fits with the current State Aid regulations.

(The York, North Yorkshire and East Riding Local Enterprise Partnership cannot support proposals which constitute unlawful state aid).

Please outline any public funding your organisation or your partner organisations have received in the last 3 years including the amounts and the purpose of the funding.

Please detail your procurement strategy outlining any procurement to be undertaken, respecting all appropriate UK/EU regulations.

Please explain whether there is any land or property linked to the project that a charge to secure the investment can be made against. If required, would your organisation be willing and able to grant a legal charge in favour of a third party?

Part F

Project Management Assessment

F1 Project management

Please explain why your organisation is best placed to deliver this project and how it fits with your organisational strategy. (max 3,500 characters)

Please provide information about your project management and delivery arrangements. Detail below the project team members and their role in delivering your proposal, together with details of experience and track record in delivering similar investments.

Team Member	Details of role and previous experience in delivering a project of this type

Please describe the structure of the project management team and responsibilities within and outline your strategy in the event of the loss of key personnel. (Append an organogram including partners also highlighting any SLAs between partners)

Please outline the track record of the organisation in delivering this type of project. (Have previous projects been delivered to budget and time?)

Please provide details of any external consultants/specialist advisers involved in the project and their role.

F2 Contract management

Please describe your contract management arrangements.

F3 Performance management and evaluation

Please describe the project monitoring and reporting arrangements you have in place to ensure the project will be delivered to budget and time.

Please describe your change management arrangements.

Please describe your risk management arrangements.

Please describe how your project will be evaluated.

Please describe your contingency plans. If the project does not go ahead as planned, how will you achieve the project objectives and outcomes?

Please explain what the planned exit strategy for the project is.

F4 Project timetable

Estimated project start date	
Estimated project completion date	
List the key steps and milestones within the project setting out dates to be achieved by. (Attach any project plans/schedule of works separately).	
Please set out any approvals that have already been given or are required and the dates by which these are anticipated (e.g. planning permission)	

Part G

Project Confidentiality

The information provided on this form will be considered by the York, North Yorkshire and East Riding Local Enterprise Partnership (YNYERLEP) Board and may be shared with partner organisations in reaching funding decisions. Summaries of bids may be provided on the YNYERLEP website.

Please tick here to confirm your agreement

Otherwise please ensure that commercially sensitive and confidential information is clearly marked as such in your project application.

Part H

Declaration

The proposal must be submitted by appropriately authorised persons in the organisation/company, one of whom must be the person responsible for the finances of the organisation/company.

I confirm that the information contained in this proposal form is to the best of my knowledge complete and accurate

Signature	
Name	
Position	
Date	

Signature	
Name	
Position	
Date	

Checklist	
Information	Enclosed
Completed Business Case Form	
Delivery/Implementation Plan inc. Schedule of Works	
Market and/or Economic Impact Analysis	
Options Analysis Report including Template A – Options Risk Assessment	
Template B – Outputs Table	
Value for Money Calculations and Evidence	
Template C – Project Costs and Funding	
3 Year Accounts of Organisation	
Template D – Risk Register	
State Aid Reports	
Procurement Strategy	
Project Management Team Organogram, CVs and any Service Level Agreements	
Planning Permission status: <ul style="list-style-type: none"> ▪ Outline ▪ Detailed / Reserved Matters ▪ S106 	
Other Permissions / Agreements: <ul style="list-style-type: none"> Eg ▪ Network Rail Agreement for Rail Crossings ▪ Environmental Permissions ▪ Permissions From Owners of any Required Third-Party Land ▪ Agreements with Highway Authority and / or Highways Agency to Undertake Works to Highway 	
Details of Property/Land Involved in Scheme – Full Address	
Any other attached information – please list:-	

Submit Form