

Completeness check:

Organisation name:	
Project name:	
Date FBC submitted:	

Checks	LEP check	Notes
Has the summary sheet been submitted?	Yes, No	
Has the FBC been fully completed?	Yes, No	
Have Tabs 1a, 1b and 4 of the Annex been fully completed?	Yes, No	
Do the costs in the FBC match those provided in Tab 1a & 1b in the Annex?	Yes, No	
Does the project have on-going operational costs?	Yes, No	
If so has Tab 2 been completed?	Yes, No or N/A	
Is the applicant a private company?	Yes, No	
If so has Tab 3 been completed?	Yes, No or N/A	
Have 3 year of accounts been provided?	Yes, No or N/A	
Has an organisation chart been submitted?	Yes, No	
Has evidence been provided that any external permissions have been secured?	Yes, No	
Has independent State Aid advice been completed?	Yes, No	
If the project relates to property and infrastructure have the following additional documents been provided?		
Market Demand Assessment	Yes, No	
Site Plans	Yes, No	
Evidence of site ownership	Yes, No	
Architects Plans	Yes, No	
Cost Plan	Yes, No	
Planning Permission	Yes, No	
Other permissions	Yes, No	
Land Value uplift report	Yes, No	
If the project relates to transport and has a total cost of over £5,000,000 have the following additional documents been provided?		
Detailed Benefit Cost Ratio (BCR)		
Site Plans		
Evidence of site ownership		
Planning Permission		
Other permissions		

Completeness check completed by:	
Completeness check completed on:	dd/mm/yyyy

Gateway Review:

Organisation name:	
Project name:	
Date FBC submitted:	
Gateway Check completed by:	
Date Gateway Review completed:	

Compliance and Eligibility review	Check	Notes
Does the project reflect the call for projects criteria ?	Yes, No, N/A	
Does the project seek capital funding only?	Yes, No	
Does it appear that the project can spend LEP funding by the required timeframe ?	Yes, No	
Does the project appear to be State Aid compliant ?	Yes, No	

Dimension	Rating	Brief justification of rating awarded and identification of issues to explore in full appraisal	Please refer to...
Strategic dimension - is the challenge or opportunity clearly articulated and does it reflect the LEP's priorities?	Satisfactory, Unsatisfactory		Qs 1.1, 1.2, 1.3, 1.4 & 1.5
Economic dimension (Part 1) - is a suitable long list of options presented? Are the CSF used to assess them appropriate, and is there a strong justification for the preferred option?	Satisfactory, Unsatisfactory		Qs 2.1, 2.2, 2.3 & 2.4
Financial dimension - do the costs appear reasonable and does the applicant show a sufficient understanding of financial risks?	Satisfactory, Unsatisfactory		Qs 3.1, 3.7 & Tabs 1a & 1b of Annex
Commercial dimension - does the project appear commercially feasible? Is it clear how the project will be delivered and does the sponsor show an understanding of non-financial risks?	Satisfactory, Unsatisfactory		Qs 3.4, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 & 4.7
Management dimension - is it clear that the sponsor is capable of successfully managing the project?	Satisfactory, Unsatisfactory		Qs 5.1, 5.2, 5.3 & 5.4
Economic dimension (Part 2) - does the project appear good value for money when outputs, outcomes and the contribution to good growth are considered?	Satisfactory, Unsatisfactory		Qs 6.1, 6.2, 6.4 & 6.6

Head of Assurance review	
Proceed with full appraisal?	Yes, No
Issues to address in full appraisal:	
Date approval to proceed with full appraisal given:	dd/mm/yyyy