

# Recycled Local Growth Funds

## Category Two

To provide leverage funding to Levelling Up (LUF) and Shared Prosperity Fund (SPF) applications **OR** High VFM delivering projects linked to the Economic Growth & Skills Strategy (EG&SS) - **Grants in the region of £1million**

### Project Criteria & Process



**Open call for projects coinciding with the launch of SPF and LUF Round 2**



#### An open call will be made:

Funding will be offered by way of leverage funding for LUF & SPF projects or to create projects linked to the EG&SS and the associated Sector Strategies



**Grants in the region of £1million per project (capital only)**



#### Application & Evaluation process:

Mirrors the current LGF process with initial Expression of Interest (EOI) evaluated by officers  
Full Application (FAF) evaluated by External Due Diligence & presentation to Entrepreneur Panel (EAP)  
Approved by Business Board & ratified by Combined Authority Board



**Delivery Requirements for applicants**



#### Criteria for applicants:

- Must be used as leverage for SPF or LUF applications and therefore meet all criteria set out by government **or**
- Deliver priorities identified in the EG&SS &/or Sector Strategies **and**
- Score within the upper quartile for VFM, deliverability & strategic fit when compared across project submissions



**Evaluation Requirements for projects**



#### Monitoring & Evaluation:

- Leverage projects will link directly to government evaluation requirements for SPF & LUF
- All projects will be monitored as per current LGF guidance & CPCA evaluation requirements in addition to the above

## Category 2-Expression of Interest-Application Form

The Recycled Fund Guidance is available [\(insert link\)](#) to be read in conjunction with the Strategy Docs for Applicants [\(insert here\)](#)

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

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

PROJECT PARTNERS	
<b>Please provide details of confirmed project partners (including contact &amp; phone number)</b>	
<b>Partner 1:</b>	<b>Partner 2:</b>
<b>Partner 3:</b>	

PART 1 PROJECT DETAILS
<b>Please provide a descriptive overview of the project (500 words)</b>

<b>Start date</b>	
<b>Completion date</b>	
<b>Describe the evidence of need &amp; market failure – (250 words)</b>	
<b>Demonstrate how data, surveys and evidence support your bid (250 words)</b>	
<b>Describe the visible impact the project will have &amp; how the project will address existing or future problems (250 words)</b>	
<b>Describe how you have engaged with wider stakeholders in developing the project (300 words)</b>	

**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](#)**

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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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<b>Is Planning Permission required? If so, by when is this anticipated?</b>
<b>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</b>

<b>DELIVERABILITY</b>	
<b>Third Party Funding Partner</b>	
<b>Construction partner – if procured</b>	
<b>Describe the procurement arrangements for the project (250 words)</b>	
<b>Describe the arrangements for project management of construction works (250)</b>	

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

PART 3 PROJECT FINANCIAL DETAILS						
Annex B – Financial Budget Sheet to be completed						
Total Project Costs						
Total Capital						
Total Revenue						
Total 3 <sup>rd</sup> Party Contribution						
Total Recycled Funds requested						
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
<b>COSTS (£)</b>						
<b>TOTAL COSTS</b>						

PART 4 PROJECT RISKS
Annex C – Risk Register to be completed
<p>What are the key risks associated with the project and identified mitigation measures? Include:</p> <ul style="list-style-type: none"> <li>• Financial risks</li> <li>• Delivery risks</li> <li>• Arrangements for management &amp; mitigation</li> <li>• Understanding of roles &amp; responsibilities</li> </ul>

**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 Processor 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>



## 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; and

I 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.

<b>Signature</b>	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	

## 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 whoknows 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 onesupport, 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**

## Category 2 Recycled Fund Application Form

This form is for bidding entities, applying for funding from the Category 2 Recycled Fund details found here [\(insert link\)](#)

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-to-day 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:

### **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

Yes

No

Please ensure that you evidenced this in the financial case / profile.

## 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)

## PART 3 APPLICATION SUMMARY

Please provide an update of your proposal, where changes may have occurred and current status (Limit 500 words).

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?

## 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)

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)

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 evidence of the local challenges/barriers to growth and context that the bid is seeking to respond to. (Limit 500 words)

Explain why CPCA investment is needed (what is the market failure)? (Limit 250 words)



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)

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**

### **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)

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)

Where applicable explain how the bid complements / or aligns to and supports other investments from different funding streams. (Limit 250 words)

## **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)

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)

Please demonstrate that data and evidence chosen is appropriate to the area of influence of the interventions. (Limit 250 words)

### **5.2 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)

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)

### 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)

### 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)

## 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](#). (Limit 500 words)

Please describe what other non-monetised impacts the bid will have and provide a summary of how these have been assessed. (Limit 250 words)

Please provide a summary assessment of risks and uncertainties that could affect the overall Value for Money of the bid. (Limit 250 words)

## 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)

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 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)

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)

Please provide information on margins and contingencies that have been allowed for and the rationale behind them. (Limit 250 words)

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)

## 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)

## 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)

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

Has a risk register been appended to your bid?	<input type="checkbox"/> Yes
	<input type="checkbox"/> 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?

## PART 8 DECLARATIONS

### 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:

### 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:

### **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)”).

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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>

## 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

**ANNEX 1 – PROJECT IMPACTS**

**Project Outputs - please indicate how the project will deliver against the outputs below – complete only those that apply to your project.**

**Employment**

Number of permanent jobs to be created	Number of temp jobs to be created	Number of indirect jobs to be created	Number of apprenticeships to be established – Level 1	Number of apprenticeships to be established – Level 2	Number of apprenticeships to be established – Level 3

**Culture**

Area of space improved (m2)	Area of space created (m2)	Number of visitors	Number of events	Improved perception of venue	

**Regeneration & Town Centre**

Remediation and/or development of abandoned or dilapidated sites(m2)	Development of residential or commercial space (m2)	Residential or commercial floorspace to be occupied (m2)	Commercial businesses with broadband access	Development of new public space (m2)	Increase in footfall
Increase land value (£)	Improved perception of the place	New cycleway created (km)	New footpath created (km)		

**Net Zero and Flood Protection**

Land with reduced likelihood of flooding (m2)	Homes with reduced flood risks (unit)	Commercial property with reduced flood risk (units)	Reduced CO2 emissions		

Expression Of Interest Appraisal Matrix - Recycled Funds Cat 2									
Project:									
Name:		Score as per corresponding answer in marking guide.							#REF!
Date:		0 to be used if no answer provided							
Criteria	Definitions	Marking Guide (1-5)	Comments	Weighting	Mark - Edit	Total			
Rationale	Does the application evidence strong rationale and offer aspects of resolving market failure?	1. No 2. Partially 3. Yes		0	x #REF!	=	#REF!		
Timescales	Does the implementation timetable fall within the Recycled funding timetable?	0. No the project extends beyond 31 Dec 2022 2. Yes project spend achieved by 31 Dec 2022 but outputs go beyond 3. Yes the project will be completed by 31 Dec 2022 including agreed outputs		0	x #REF!	=	#REF!		
Activities/Milestones	How well defined are the principal milestones and associated activities.	1. Not defined/inadequate 2. Activities broken down 3. Activities with key milestones identified		0	x #REF!	=	#REF!		
Delivery Arrangements	How developed is the project? – e.g. planning approved, ready to start, on site, underway. Does the project fit within the current finance arrangements	0. The project is still in planning stage and the project is likely to extend beyond 31 Dec 2022 2. Project will be commenced and possibly finalised but outputs/outcomes counted beyond 31 Dec 2022 3. The project is ready to start and will be completed by 31 Dec 2022		0	x #REF!	=	#REF!		
Outputs/Outcomes	Are outputs/outcomes specified?	1. Output information not clearly specified 2. Outputs detailed clearly specified		0	x #REF!	=	#REF!		
Strategic Fit	Does the application demonstrate good fit with the Economic Growth & Skills Strategy and priority sectors?	1. No 2. Yes		0	x #REF!	=	#REF!		
State Aid	Is the project compliant with Subsidy Control? Has information been submitted on why subsidy control does not apply?	1. No information 2. Information provided		0	x #REF!	=	#REF!		
Costs	Are costs realistic against recycled Cat 2 budget and Is there a cost breakdown?	1. Costs are unrealistic and exceed Recycled budget 2. Realistic project costs but exceed Recycled budget 3. Realistic project costs within Recycled budget		0	x #REF!	=	#REF!		
Resourcing	What is the call on Recycled funding and is this realistic? What is the leverage and/or match?	1. Within budget 0. Not within budget		0	x #REF!	=	#REF!		
VFM	Consider outputs/outcomes in relation to level of Business Board investment. Does the project offer sound Value for Money	1. Poor VfM 2. Good value for money		0	x #REF!	=	#REF!		
Funding	Is their match funding towards the Grant?	1. Match funding 0. No match funding		0	x #REF!	=	#REF!		
Risks	Is there a realistic assessment of risks?	1. Poor risk assesment 2. Risks identified and explained		0	x #REF!	=	#REF!		

Full Application Form Appraisal Matrix - Recycled Funds Cat 2							0
5 = meets the criteria fully 4 = meets the criteria largely	3 = meets the criteria on balance 2 = meets the criteria partially	1 = does not meet the criteria.					
Criteria	Definitions	Marking Guide (1-5)	Comments	Weighting	0	=	Total
<b>Rationale</b>	Does the application evidence strong rationale and/or market failure?	1. No evidence of market failure 2. Passing reference 3. Identifies link between market failure and the project. 4. Clear rationale with links to business Board priorities 5. Very strong evidence of market failure with strong linkages to Business Board priorities			x	0	= 0
<b>Strategic Fit</b>	Does the application demonstrate good fit with the Economic Growth & Skills Strategy and priority sectors?	1. No meaningful correlation with strategies 2. Passing reference to strategies 3. Potential to make minor contribution to 1 priority 4. Potential to make a tangible impact on one or more priorities 5. Very well evidence and longer term contribution impact to strategies, CPCA priorities & central government strategies			x	0	= 0
<b>Activities</b>	How well defined are the principal activities and what more development work is needed? Does the project demonstrate how it will actually achieve the changes identified?	1. Not defined/inadequate 2. Activities broken down 3. feasible attempt at likely activities to outputs and not well developed 4. Detailed breakdown of activities and how they will deliver the outputs 5. Clear information on cap/rev, exec able to have an understanding on the route forward, how outputs will be delivered			x	0	= 0
<b>Delivery Arrangements</b>	How developed is the project? – e.g. planning approved, ready to start, on site, underway. Have any land ownership, planning and other approvals been secured? What is your track record of delivery? Are there any policy or communications issues that could impact in delivery of this project? <i>Deliverability to match call arrangements</i>	1. Does not meet call priorities 2. Project has suitable deliverables but not a priority for this call. 3. Some questions answered and land part owned or not ready to start 4. Project has a good track record, landownership and details present and ability to start. 5. All questions and a good track record of delivery and landownership in control of applicant, project ready to start. Delivery matches call priorities and timescales			x	0	= 0
<b>Governance Arrangements</b>	Is there a strong governance structure/partnership in place or planned?	1. No governance in place or described 2. Some governance in place 3. Sufficient governance 4. Good level of governance 5. Robust and well established governance arrangements in place			x	0	= 0
<b>Resourcing</b>	What is the call on Cat 2 funding and is this realistic? What is the leverage and/or match?	1. Unrealistic call on funding with no match 2. if some match and realistic call on funding 3. If match is 50% 4. If over 50% 5. If over 60%			x	0	= 0
<b>Costs</b>	Are costs realistic and is the project financially viable? Is there a cost breakdown? Are costs primarily capital or revenue? Breakdown of Cap/Rev available? State rationale on cap/rev? Do costs include VAT? Suitable for loan, investment or grant?	1. No cost information 2. Realistic project costs 3. Low revenue identified, cost breakdown is clear, VAT , realistic costs identified 4. As 3 with cash flow included 5. As 4 with full financial breakdown			x	0	= 0

<b>Outputs/Outcomes</b>	Are outputs/outcomes realistic? Profiled by year?	<ol style="list-style-type: none"> <li>1. No output information</li> <li>2. Outputs deliverable but 'nice to have' and not core</li> <li>3. Realistic outputs additional outputs that would not appear if intervention did not go ahead.</li> <li>4. Will help meet core targets and outputs</li> <li>5. Will help meet or exceed high priority targets and outputs</li> </ol>			x	0	=	0
<b>Timescales and Milestones</b>	What is the planned implementation timetable and what are the key milestones? Include post completion milestones to allow for the delivery of outputs.	<ol style="list-style-type: none"> <li>1. No milestones or timetable,</li> <li>2. Timescales fall within GD period</li> <li>3. Timescales and milestones will be delivered early in GD period.</li> <li>4. Full timeline and milestones included. Outputs matches priorities but not this call fully</li> <li>5. Full timeline with milestones is included. Outputs Match the priority of this call and will be delivered early in the required timeframe</li> </ol>			x	0	=	0
<b>VfM</b>	Consider outputs/outcomes in relation to level of investment. Does the project offer sound Value for Money based on the expected return of a minimum of £5K funding per new job?	<ol style="list-style-type: none"> <li>1. No VfM information</li> <li>2. More than £5K per new job</li> <li>3. Indirect jobs less than £5K per new job</li> <li>4. Direct and Indirect jobs combined less than £5K per job</li> <li>5. Less than £5K per new direct job created</li> </ol>			x	0	=	0
<b>State Aid</b>	Is the project compliant with subsidy control? Has information been submitted on why state aid does not apply?	<ol style="list-style-type: none"> <li>1. No information</li> <li>2. Very limited explanation</li> <li>3. External letter commissioned and narrative added,</li> <li>4. Low Risk of challenge</li> <li>5. Clear exemption. Letter is included; confirmation project will apply with state aid advice and sufficient narrative on exemption</li> </ol>			x	0	=	0
<b>Risks</b>	Is there a realistic assessment of risks?	<ol style="list-style-type: none"> <li>1. No information</li> <li>2. Sufficient risks are mentioned but not explained</li> <li>3. Risks identified and explained</li> <li>4. Risk register completed with some areas missing, mitigations included</li> <li>5. A full risk register is included, all areas considered and mitigated</li> </ol>			x	0	=	0
<b>Procurement</b>	Procurement information submitted? Dates and process included?	<ol style="list-style-type: none"> <li>1. Insufficient or the process included is not transparent or in line with CPCA requirements</li> <li>2. Sufficient procedure included</li> <li>3. Draft policy in place and available if requested</li> <li>4. Board approved procurement policy included</li> <li>5. Open and transparent board approved policy in line with UK guidelines and CPCA requirements included in application</li> </ol>			x	0	=	0
<b>Evaluation</b>	How do you plan to evaluate the project when it is completed?	<ol style="list-style-type: none"> <li>1. No evaluation</li> <li>2. Light one step internal evaluation,</li> <li>3. KPIs in place for an internal evaluation</li> <li>4. Multistep/year KPI guided evaluation</li> <li>5. Full external evaluation paid for by applicant and will share with the LEP</li> </ol>			x	0	=	0

**Company Status**

1. What does the company do – description of product / service
2. Shareholding Structure – who / % held / previous investment
3. What is coo's stage of development – R&D / Product dev / early market entry / established market – timelines to market
4. Intellectual Property position
5. Performance to date
6. Customer list / market traction
7. Terms of Trade – Suppliers / Customers
8. Margins
9. Overhead structure
10. Pipeline
11. Growth forecasts – how will they be achieved
12. What is the strategy
13. What is required to deliver strategy
14. Funding required – total / FELM – other sources
15. Use of funds – how / when – tranching of CPCA loan/grant
16. Summary of forecasts

**Reputational**

1. Any previous, current or on-going legal issues (Criminal or Civil)
2. CJ's, Court Orders
3. Creditor issue

**Market Demand**

1. Who is the Customer
2. Market size – Total Available Market
3. Target customers – Realistically Available Market
4. Market demand – Present pipeline analysis / sales lead times
5. Market competition – who / USP / compelling selling advantage



**Entrepreneurs Assessment Panel Appraisal Matrix - Cat 2**

Criteria		Guidance	Marking Guide (1-5)	Comments	Weighting	Mark - Edit		Total
<b>Presentation - Did the presentation add value to the application?</b>	Has the presentation met expectations in terms of: 1. Content 2. Applicants commitment to deliver the project	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application			x	0	=	0
<b>Strategic Fit - Does the application fit with the Economic growth &amp; Skills Strategy and associated sector strategies?</b>	Does the presentation demonstrate good fit with the Economic Growth & Skills Strategy? Does the project demonstrate good fit with any of the current sector strategies? Does the project fit with any of the central government priorities around Levelling Up, or Shared Prosperity?	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application			x	0	=	0
<b>Has the applicant demonstrated a strong level of market failure?</b>	Does the presentation evidence strong rationale and/or market failure?	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application						
<b>Does the project offer good Value for Money?</b>	Does the project offer good value for money for the investment being requested? Is the project likely to produce excellent jobs numbers compared to the level of funding being requested? Does the project add value to the wider business plans of the applying organisation?	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application						
<b>Activities &amp; Outcomes - Will the applicant deliver the outcomes within the timeframes they have set out?</b>	How well defined are the principal activities required to complete the project? Are the outcomes expected from the project reasonable, measurable and achievable? Will outcomes be delivered immediately or over a longer period - has the applicant demonstrated how they will be measured in the longterm?	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application			x	0	=	0
<b>Delivery Arrangements - Will the project be delivered within the timeframes set out?</b>	Has the presentation demonstrated: How developed is the project? – e.g. planning approved, ready to start, on site, underway. Have any land ownership, planning and other approvals been secured? What is your track record of delivery? Are there any policy or communications issues that could impact in delivery of this project? Has the presentation demonstrated how the costs breakdown is realistic and that the project is financially viable? <del>Will the project deliver within the timeframe 31 Dec 2022?</del>	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application			x	0	=	0
<b>Risks - Has the applicant identified all relevant risks associated with delivery?</b>	Does the presentation indicate the risks attached to delivery of the project? Is there evidence of reputational risk to the CPCA?	1 = No added value, no additional information 2 = Some additional information but no detail 3 = adequate information, some extra detail 4 = extra information and support for application 5 = detailed information adding extra information to support the application			x	0	=	0
<b>Final Score Total</b>					<b>Total Score</b>			<b>0</b>