**UKSPF Investment Proposal for People & Skills**

**<Title of Investment Proposal>**

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| Senior Responsible Officer (SRO) |  |
| Project Lead |  |
| Organisation |  |
| Open Call reference (if applicable) |  |

**\* To be completed by the applicant. If applying on behalf of a consortium the organisation above should be the lead with which TVCA will contract should the application be successful.**

If you are making an application on behalf of a consortium please name your consortium members.

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| **Contact Name** | **Organisation** |
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| **Executive Summary** | |
| Programme / Project Name: |  |
| UKSPF Investment Priority: |  |
| UKSPF Intervention: |  |
| Location: |  |
| Total Programme / Project Cost: £ |  |
| Funding requested: £ |  |
| Total of other funding sources: £ | N/A for this call |

\* To be completed by the applicant

**Note: Word Counts are indicative and amount of detail should be proportionate to the value of the bid.**

**INTRODUCTION** (400 words)

*Please provide an overview and set out the purpose of the investment proposal.*

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1. **STRATEGIC CONTEXT** (400 words)

**1.1** How will the proposal address opportunities and challenges identified in the UKSPF Investment Plan? How does it demonstrate alignment with relevant economic growth strategies for Tees Valley together with any links to other programmes or projects?

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**1.2** **The Need for Investment** (800 words)

**1.2.1** **Proposal Objectives**

What are the key objectives of this Investment Proposal? Please demonstrate how it will contribute to the objectives of the UKSPF Investment Plan.

*Key note 1: Make your objectives SMART (specific, measurable, achievable, realistic and time-bound).*

***Please also complete the Logic Model in the Evidence Pack. If you require any support***

***please contact*** [***UKSPFenquiries@teesvalley-ca.gov.uk***](mailto:UKSPFenquiries@teesvalley-ca.gov.uk)

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**1.2.2 Existing Arrangements**

Describe any arrangements currently in place ie. existing service model, including evidence in relation to cost, demand, turnover and assets.

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**1.2.3 Evidence of Need**

What are the key issues/gaps that the proposal will address? Include evidence of market failure and the need for public intervention.

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**1.2.4 Main Risks**

Specify the main risks to delivery and mitigating actions. Include business risks (those that are retained by the organisation), service risks (those that may be shared with the supply side, as required, funding and operational phases of the proposal) and external risks (such as inflation, legal, regulatory etc).

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**Please supply a Risk Register with your application**

**1.2.5 Constraints**   
Specify any constraints that have been placed on the proposal, including any external conditions that could impact on deliverability, e.g. geographical boundaries, timescales for expenditure, sector restrictions etc.

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**1.2.6 Dependencies**

Specify any dependencies outside the scope of the proposal upon which successful delivery is dependent, e.g. identifying appropriate partners for a consortium bid etc.

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**2.0 ECONOMIC CONTEXT**

**2.1 Critical Success Factors**

What is critical to the successful delivery of your investment proposal?

*Key note 2: Consider the following* ***where appropriate*** *and tailor as required for your investment proposal:*

* *Strategic context (how does it fit with the priorities of UKSPF)*
* *Business needs*
* *Benefits*
* *Supply chain*
* *Affordability*
* *Achievability*

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| **Critical Success Factor** | **Description and SMART Measures of Success** |
| ***Eg. Benefits*** | ***X new jobs created in supported SMEs by xx*** |
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**2.2** **Recommended Proposal**

Why is your proposal the preferred way forward? Have you considered any other options? What is the rationale for the recommended proposal (e.g., lessons learned from previous delivery, track record etc.) Can you provide evidence of this?

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**3.0** **COMMERCIAL CASE**

**3.1**  **Procurement Route** (500 words)

Will you be undertaking any procurement as part of proposal for delivery? **Yes / No**

If yes: *Describe the procurement route and how it complies with public contract regulations where applicable and any other relevant and/or internal organisational policy and commercial strategy.*

*Describe the outputs - goods, services and works - that will be procured in relation to the recommended option.*

*Describe how the procurement will be contracted and whether a standard or bespoke contract will be required.*

*Explain any legal or personnel implications of the recommended option e.g. TUPE.*

*Explain future management arrangements. Is there likely to be any risk transfer in delivering the project?*

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**3.2** **Subsidy Control** (300 words)

Please explain how you will ensure the proposal is compliant with Subsidy Control regulations.

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**4.0** **FINANCIAL CASE**

**4.1** **Funding and Affordability** (400 words)

*Complete Tables 1 and 2 together with the financial spreadsheet in the Evidence Pack to specify* the project costs *for the investment and provide an overall statement on affordability and funding. Ensure any affordability gaps are highlighted.*

**Please be clear about what the funding will pay for specifically. Are there any resource constraints? Do you have the resources to support delivery?**

*Key note 3: This should reflect the whole life cost of the investment proposal, i.e. over the expected lifespan of the proposal using clear cost headings.*

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**Table 1: Costs and Funding for your proposal (insert additional rows as required)**

| **Project Lifetime** | | **Year 1** | **Year 2** | **Year 3** | **Total** |
| --- | --- | --- | --- | --- | --- |
| **Revenue Expenditure e.g. salaries** | |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| **5** | **Total Revenue Costs** |  |  |  |  |
| **Total Expenditure** | |  |  |  |  |
|  | |  |  |  |  |
| **Total Project Funding (match funding is not applicable to this call)** | |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| **10** | **Total Funding** |  |  |  |  |

**If match funding is included is this confirmed?**  **N/A**

**\*If applying on behalf of a consortium any match from partners should be**

**provided in the above table and within the Evidence Pack.**

**If no, what stage is it at i.e. request submitted, not yet requested etc**

\* Please provide letters of support with your submission

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**What revenue/income will be generated by this project (if applicable)**

Table 2: Revenue projections for the proposal

| **Recommended Option** | | **Year 1** | **Year 2** | **Year 3** | **Total** |
| --- | --- | --- | --- | --- | --- |
| **Income Source** | |  |  |  |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |

Add rows if required

**5.0** **DELIVERY & MANAGEMENT**

**5.1** **Delivery Arrangements** (1000 words)

Describe what arrangements have been put in place to ensure the successful delivery of the investment proposal, including:

* Partnership arrangements including roles in delivery
* Key milestones for delivery
* Project management arrangements: standards, governance arrangements, roles and responsibilities and plans
* Project assurance (independent and impartial reviews) at different stages of the life of the project
* Change management arrangements, if required
* Potential benefits
* Risk management arrangements and plans, including risk register
* Contract management arrangements and plans, if required
* Environmental impacts and benefits
* Social Value
* Exit Strategy (including any arrangements for sustainability).

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**6.0** **EQUALITIES IMPACT ASSESSMENT**

Has an Equalities Impact Assessment been undertaken for this project? If yes, please supply a copy with your application. If not, please note that it will be a condition of funding that this is undertaken.

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**7.0** **MONITORING AND EVALUATION PLAN (300 words)**

Please provide details of how and when you will carry out any monitoring and evaluation of the activity.

*The Lead Authority will work with successful applicants to develop a full Monitoring and Evaluation Plan.*

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**8.0** **COMMUNICATIONS & MARKETING PLAN**

*The Lead Authority will work with successful applicants to confirm a Communications & Marketing Plan, ensuring that the project meets UKSPF branding and publicity requirements.*

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|  | Name | Signature | Date |
| Proposal Reviewed by: |  |  |  |
| Proposal Approved by: |  |  |  |

***\* To be completed by the applicant***

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| **TVCA DISCLAIMER** |
| Submitted Strategic Outline Cases are subject to TVCA’s appraisal process including appropriate due diligence. Following this process, a decision to fund or not will be made under the Local Assurance Framework.  There should be no expectation of funding assistance unless and until both parties sign a Funding Agreement. All the project sponsor’s costs and charges incurred in making this application shall be for the project sponsor’s account and cannot be claimed as part of the Programme / Project. |

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| **APPLICANT SIGN OFF**  TO BE SIGNED BY PROJECT SPONSOR PRIOR TO SUBMISSION FOR APPRAISAL | |
| I declare that to the best of my knowledge and belief, the information given within this application form is correct. I understand that acceptance of this application form does not in any way signify that Tees Valley Combined Authority has agreed to invest. I declare I am an authorised signatory of the lead organisation, with the authority to sign off this application form and have notified the necessary senior finance officers.    **FREEDOM OF INFORMATION**  I understand the requirements of the Freedom of Information Act 2000. I understand that Tees Valley Combined Authority is subject to the provisions of the Freedom of Information Act 2000 (“the Act”). The Act provides for information to be exempt from the general right of access if its disclosure would, or would be likely to, prejudice the commercial interests of any person. A Project Sponsor may request that certain information in their submission and any subsequent Agreement is treated as covered by this exemption. However, if the information is requested the availability of this exemption will be subject to a test of whether the public interest lies in disclosing the information or keeping it confidential. We understand that while Tees Valley Combined Authority will endeavour to take into account the Project Sponsor’s views as to the keeping of information confidential, it reserves the right to disclose information if required to do so. | |
| Signature: |  |
| Name: |  |
| Position / Title: |  |
| Company / Organisation: |  |
| Date: |  |