# **UKSPF Supporting Local Business Proposal**

## TVCA UKSPFSLB004

|  |  |
| --- | --- |
| Senior Responsible Officer (SRO) |  |
| Project Lead |  |
| Organisation |  |
| Address |  |

**\* 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 below:

|  |  |
| --- | --- |
| **Contact Name** | **Organisation** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Executive Summary** | |
| Project Name: |  |
| Location (if not Tees Valley wide): |  |
| Total Programme / Project Cost: £ |  |
| Funding Requested: £ |  |
| Total of Other Funding Sources: £ |  |

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

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

**INTRODUCTION** (400 words)

*Please provide an overview of the project proposal, setting out what the project will achieve.*

|  |
| --- |
|  |

1. **Project objectives, plan and fit to call priorities**
   1. **Strategic Context** (400 words)

Consider how the proposal addresses the opportunities and challenges identified in the UKSPF Investment Plan? (*see pages 6-9 of the* [*open call specification*](https://teesvalley-ca.gov.uk/business/wp-content/uploads/sites/3/2023/12/TVCA-UKSPF-Call-Specification-FINAL.pdf))

How does it demonstrate alignment with relevant economic growth strategies for Tees Valley together with any links to other programmes or projects?

|  |
| --- |
|  |

* 1. **Proposal Objectives** (800 words in total for 1.2 through to 1.7)

What are the key objectives of this project proposal?

Please demonstrate how they will contribute to addressing the opportunities and challenges identified in the UKSPF Investment Plan.

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

|  |
| --- |
|  |

**1.3 Existing Arrangements**

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

|  |
| --- |
|  |

**1.4 Evidence of Need**

What are the key issues/gaps that this project proposal will address?

Include evidence of market failure and the need for public intervention.

|  |
| --- |
|  |

**1.5 Recommended Proposal**

Why is your proposal the preferred way forward?

What other options have you considered? What is the rationale for the recommended proposal (e.g. lessons learned from previous delivery, track record etc.) Can you provide evidence of this?

|  |
| --- |
|  |

**1.6 Communications & Marketing Plan**

TVCA will work with successful projects to confirm a Communications & Marketing Plan, ensuring that the project meets UKSPF branding and publicity requirements. However, please identify below who will be your core audience and how you envisage engaging with them to make your project a success.

|  |
| --- |
|  |

**1.7** **Additional project information**

Provide the additional project information listed below:

* Key milestones for delivery
* Any environmental impacts and benefits that will be delivered
* Any Social Value elements
* Exit Strategy (including any arrangements for sustainability).
* **Attach a copy of your project plan with your submission.**

|  |
| --- |
|  |

1. **Project costs**
   1. **Funding and Affordability**

Complete Tables 1 and 2 to specify the project costs 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.

*Note:*

1. *Refer to the open call specification (pp 18-21) for guidance on eligible direct and indirect costs.*
2. *This should reflect the whole life cost of the project proposal, i.e. over the expected lifespan of the project delivery using clear cost headings.*
3. *Project financial completion is 31st March 2025.*
4. *Provide details of the assumptions behind these numbers, with supporting evidence.*
5. *If applying on behalf of a consortium any match from partners should be provided in the below table.*
6. *Provide details of any likely third party payments, provide named suppliers if a compliant procurement or similar process has concluded, or a formal partnership/consortium is in place.*

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

| **Financial Year 2024/25** | | **Qtr 1** | **Qtr 2** | **Qtr 3** | **Qtr 4** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Project Delivery Costs** | | | | | | |
| **Direct non-staffing costs** | | | | | | |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **Direct staffing costs** | | | | | | |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| **Indirect costs** | | | | | | |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| **Total Expenditure (ie. Total Project Cost)** | |  |  |  |  |  |
|  | | | | | | |
| **Total Project Funding [incl match if applicable]** | | | | | | |
| 6 | UKSPF £ |  |  |  |  |  |
| 7 | Other £ |  |  |  |  |  |
| 8 | Other £ |  |  |  |  |  |
| 9 | Other £ |  |  |  |  |  |
| **Total Funding\*** | |  |  |  |  |  |

*\*Total Funding should be the same as the Total Project Cost – this is how the project will be*

*funded.*

If match funding is included in project funding, is it confirmed? Yes / No

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

Please clearly state what the match funding will be used for.

|  |
| --- |
|  |

**Please provide letters of match funding support with your submission. These should include the funding amount awarded and authority to use it for this submission.**

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

**Table 2: Revenue projections for the proposal (*insert additional rows as required*)**

| **Financial Year 2024/25** | | **Qtr 1** | **Qtr 2** | **Qtr 3** | **Qtr 4** | **Total** |
| --- | --- | --- | --- | --- | --- | --- |
| **Income Source** | |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Confirm you have the resources to support delivery:**

**Yes / No** (delete as appropriate)

1. **Governance, project and risk management**
   1. **Main risks**

**Please supply a Risk Register with your application, using the template provided.**

This should include the main risks to delivery and the associated 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).

Outline below how you will manage and review risks during the project (200 words).

|  |
| --- |
|  |

**3.2 Constraints**   
Specify any constraints that you have placed on the proposal, including any external conditions that could impact on deliverability, e.g. geographical boundaries, timescales for expenditure, sector restrictions etc. (200 words)

|  |
| --- |
|  |

**3.3 Equalities Impact Assessment**

Has an Equalities Impact Assessment been undertaken for this project? **Yes / No**

If yes, please supply a copy with your application, a template is provided.

If not, please note that it will be a condition of funding that this is undertaken.

**3.4 Information Governance** (200 words)

Tees Valley UKSPF projects are required to implement good information governance and manage effective data sharing. Please outline how you propose to do this (e.g. using privacy notices, data sharing agreements). A Data Protection Impact Assessment template is provided to assist with this.

|  |
| --- |
|  |

**3.5 Subsidy Control** (300 words)

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

|  |
| --- |
|  |

**3.5 Delivery arrangements** (600 words)

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

* Any partnership and sub-contracting arrangements including roles in delivery.
* Project management arrangements: standards, governance arrangements, roles and responsibilities (these should align to your submitted project plan).
* Project assurance (independent and impartial reviews) at different stages of the life of the project.
* Change management arrangements, if required.
* Contract management arrangements and plans, if required.

|  |
| --- |
|  |

1. **Outputs and outcomes – value for money** (300 words)

State what the project will deliver in contribution to the required outputs and outcomes as detailed on page 13 of the open call specification.

Identify what the unit cost of delivery is against each output and outcome that will be delivered.

Clearly state any other potential benefits that you have identified will result from this project being funded for delivery.

|  |
| --- |
|  |

1. **Monitoring and evaluation** (200 words)

All funded projects will be required to provide regular in-year reports for monitoring, there may be a requirement for the Project Lead(s) to present progress updates to the Business Board. The intention of this open call is to identify innovative delivery models that will inform future business support and as such all projects will undergo evaluation.

TVCA will work with successful projects to agree the requirements for monitoring and evaluation. However, please identify below your suggested approach for monitoring and evaluating the project (e.g. what measures will you use and how will they be collected).

|  |
| --- |
|  |