

PROJECT PIPELINE BUSINESS CASE

Basic Information

Project Name	
Promoting Organisation	
Legal Entity Status	
Registration Number	
Primary Contact Name	
Phone Number	
E-mail Address	
Location of Project	
Project Postcode	
Local Authority Area	

Project Overview

Provide a short summary of the project (max 50 words)	
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Provide a brief overview of the project	
Is this a new project?	
if this is not a new project, please explain the need for funding	
Funding Requested	Business Rates Pooling,
Key Dates - Earliest possible start date for the project work post approval, funding contract and procurement	
Project Start Date	
Project End Date	
Provide a brief commentary to demonstrate that the project will be commenced by the stated date.	

Project Milestones/Activities - Please outline each of the key milestones/activities to deliver this project. Please note this project plan should start and end with the date provided above. – please add additional boxes as required	
Description	
Start Date (Tasks only)	
End Date (Tasks and Milestones)	
Key Task/Milestone?	

Strategic Case

Problems, Barriers to Growth and Rationale for Intervention

Explain the aim of the project

Explain the underlying barriers to economic growth that the substantive project will address

Explain the impact of not addressing these barriers

Explain what will happen if this funding request is not approved

Will there be a material increase in the size of the project?

If yes, please provide a brief explanation (Max 100 words)

Will there be a material increase in the scope of the project?

If yes, please provide a brief explanation (Max 100 words)

Will there be a material increase in the total amount spent on the project?

If yes, please provide a brief explanation (Max 100 words)	
Will there be a material increase in the speed of completion of the project?	
If yes, please provide a brief explanation (Max 100 words)	
Will the project happen outside the LLEP area as a result of NOT receiving the funding?	
If yes, please provide a brief explanation (Max 100 words)	
Objectives of Project	
Describe the specific objective(s) of the project.	
Strategic Fit with Local Priorities	
Will the intervention support policies in the Strategic Economic Plan, Sector Growth Plans or other Local Plans?	
What is the main strategic priority that your project addresses?	
Engagement and Consensus	
Outline support from key stakeholders for the proposed solution/your approach to seeking consensus.	
Previous Funding Applications	
Have you applied for any funding for this project previously?	

<p>If yes, please provide a brief explanation (Max 100 words)</p>	
<p>How is your project State Aid Compliant? Briefly explain why your project is State Aid compliant. We strongly advise you to seek independent legal advice with regards to the issues of State Aid in relation to this application.</p>	
<p>Economic Case</p>	
<p>Investigation of Options</p>	
<p>Demonstrate that a range of options has been considered. Why is this solution the best option? What are the impacts of doing nothing?</p>	
<p>Demonstrate and evidence that the funding would represent value for money.</p>	
<p>Is the project scalable?</p>	
<p>Outputs, Outcomes and Impact</p>	
<p>The funding recipient will be responsible for reporting against all outputs, outcomes and impacts detailed below – please add additional rows as needed</p>	
<p>Outputs specific deliverables from the overall project – linked directly back to the funding received – normally achieved within 2 years – some suggested outputs at the end of this form</p>	
<p>Outputs Category</p>	
<p>Outputs Sub Category</p>	
<p>Outputs</p>	
<p>Measures</p>	
<p>How will the output be measured</p>	
<p>Measurement Source</p>	
<p>Who is responsible for measuring the benefit?</p>	
<p>Assumptions</p>	

What are the risks or issues to realising the benefit	
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Outcomes: specific deliverables from the overall project – as a result of the outputs outcomes happen normally achieved within 2 - 10 years	
Outcomes Category	
Outcomes Sub Category	
Outcome	
Measures	
How will the outcome be measured	
Measurement Source	
Who is responsible for measuring the benefit?	
Assumptions	
What are the risks or issues to realising the benefit	

Additional Benefits	
Employing locally and responsibly	
If yes, please provide a brief explanation (Max 100 words)	
Sourcing locally	
If yes, please provide a brief explanation (Max 100 words)	
Supporting and engaging with local communities	
If yes, please provide a brief explanation (Max 100 words)	
Improving environmental sustainability	
If yes, please provide a brief explanation (Max 100 words)	
Doing business ethically	

If yes, please provide a brief explanation (Max 100 words)	
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Impacts –The intended longer-term (10 years plus) impact of the initiative/intervention which addresses the original problem	
Outcome (e.g. jobs unlocked, homes unlocked) Edit	
Quantity (e.g. number of jobs, number of new homes,)	
Assessment (e.g. who will measure the outcome, when and how will it be measured)	
Will particular groups of people be affected by the intervention? Will the impact be positive or negative? Please explain. (Max 100 words)	
How will the intervention impact on the natural and built environment? (Max 100 words)	

Monitoring and Evaluation	
How will you evaluate the success of the project?	
Are the costs of monitoring and evaluation included in your project budget?	

Financial Case	
What is the total cost of the project (£'s)?	
If this application is for proportion of a much larger project, what is the expected total cost of the substantive project (£'s)?	
Please explain how the costs have been estimated and price base.	
Funding Requirements and Match Funding	

What is the total funding requirement being requested (£'s)?	
What assumptions is this figure based upon?	
What is the total match funding that will be provided (£'s)?	

Sources of Funding (£'s) – add additional rows if needed	
Funding Source	
Amount (£'s)	
Percentage of Budget (%)	
Confirmed	
Description	

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Funding Source	
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Financial Profile	
Period - Select March as end of financial year	
Description (If not applicable enter NA)	
Planned Amount £'s (Only include VAT if not recoverable)	
Funding Source	

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Period - Select March as end of financial year	
Description (If not applicable enter NA)	

Planned Amount £'s (Only include VAT if not recoverable)	
Funding Source	

Commercial and Management Case

Partnerships for Delivery

Identify partners involved in the project and demonstrate shared commitment to delivery.	
Have you spoken with the Local Authority for where your project will take place regarding this project?	

Effective Governance

Briefly explain proposed governance structure, including reference to partners if appropriate.	
How will the project be managed?	

Capacity and Risk Management – please add additional risks as required.

Risks	
Risk name	
Description of risk including potential impact	
Probability & Impact (Please select the point on the matrix where the probability and impact converge to indicate the risk assessment) Assessment	
Probability & Impact (Please select the point on the matrix where the probability and impact converge to indicate the risk assessment)	
Mitigating Action	
Assessment post mitigation	
Dependencies	
If this project is dependent on outputs from other projects, please provide further details	

Supporting Information

Supporting Documents	
File Name	
If 'Other' please specify	
Description	

Declaration

I declare that to the best of my knowledge, the information included within this form is accurate.

Name	
Date	
Job Title	
Organisation	
Are you authorised to submit this business case on behalf of the Promoting Organisation?	

Whilst we will treat your application with the utmost confidentiality, please be aware that we will use this information to carry out an appraisal on your project. The LLEP is a partnership and the information you provide may be shared with relevant local and national partners and third party organisations.

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