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| **Business Case** |
| When completing the application please ensure that responses are completed in full but also comply with the maximum number of words for each section indicated.Please focus the application on the project, or element of the substantive project, that you are applying for funding for.All the information needed to make a funding decision MUST be detailed within the Business Case.An invitation to complete a Business Case is not a guarantee of funding. |
| **BASIC INFORMATION** |
| **[Project](#Project" \o "Name by which the programme will be formally known.) Name**  |  |
| **[Promoting](#Promoting" \o "Organisation responsible for the programme delivery) Organisation**  |  |
| **[Legal](#Legal" \o "Legal status of the organisation responsible for the programme delivery. Include charity/company number as relevant.) Entity Status** | **Choose an item.** |
| **Registration Number** |  |
| **[Primary](#Primary" \o "Name of the individual who will lead the programme.) Contact Name** |  |
| **[Contact](#Contact" \o "Contact number of the individual who will lead the programme.) Phone Number** |  |
| **[E-mail](#Email" \o "Email address of the individual who will lead the programme.) Address** |  |
| **[Location](#Location" \o "Where a specific post code is unavailable, please identify the best post code to use to map the project) of Project(s)**  |  |
| **Project** **[Postcode](#Postcode" \o "It is acknowledged that projects could span large distances and may not have one postcode. If this is the case please type the most relevant post code.) (if known)**  |  |
| **Local Authority Area**  |  |

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| **Registered Legal Address** |
| **First Name of Legal Address Contact** | **Surname of Legal Address Contact** | **Postcode**  |
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| **PROJECT OVERVIEW** |
| **Provide a short** **[summary](#Summary" \o "Summarise the project in two sentences which should be able to describe what the project is and its aim) of the project (max 50 words)**  |  |
| **Provide a brief** **[overview](#Overview" \o "Include information on the market need, why the market is not addressing this need, how the issue affects economic growth within the LLEP area and the outputs and impact of the programme.) of the project.**  |  |
| **[Funding](#Funding" \o "Select to indicate the funding stream requested.) Requested** | **Choose an item.** |

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| **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](#Commenced" \o "Outline the status of the programme and any milestones to demonstrate it will be commenced by the above stated date.) by the stated date.**  |  |

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| Please outline each of the key milestones/activities to deliver this project. Please note this project plan should start and end with the dates provided above. |

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| **Project Milestones/Activities** |
| **Description** | **Start Date** | **End Date** | **Press Release?** | **Please provide details of the communication** |
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|  |  |  | **Choose an item.** |  |
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| **STRATEGIC CASE** |
| The objective is to provide detailed evidence to demonstrate that the project has a clear rationale, it will deliver economic growth benefits resulting from further investment, it is affordable with a clear funding strategy and delivery issues are understood. |

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| **Problems, Barriers to Growth and Rationale for Intervention** |
| **Explain the** **[aim](#Aim" \o "The AIM is about what you hope to do, your overall intention in the project. Ensure that the aims identify specific economic concerns.) of the project (max 200 words)** |  |
| **Explain the** **[underlying](#Underlying" \o "E.g. barriers to business efficiency and innovation, barriers to labour market mobility, barriers to inward investment, constraints to delivery of new employment land where market demand exists, new housing etc.) barriers to economic growth that the substantive project will address.**  |  |
| **Explain the** **[impact](#Impact" \o "Briefly explain the impact of not addressing the barriers stated above) of not addressing these barriers.**  |  |

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| **Explain what will happen if this funding request is not approved.** |  |

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| **Rationale for public sector intervention:** You must demonstrate that the funding requested is the minimum required in support of the project and that you have exhausted all other private sector funding opportunities. |

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| **Will there be a material increase in the size of the project?** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Will there be a material increase in the scope of the project?** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Will there be a material increase in the total amount spent on the project?** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Will there be a material increase in the speed of completion of the project?** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Will the project happen outside the LLEP area as a result of NOT receiving the funding?** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |

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| **Objectives of Project** |
| **Describe the specific** **[objective(s)](#Objectives" \o "Objectives should be SMART S - specific, M - measurable A - achievable R - realistic, T - time-bound. They must be clearly related to the objectives of economic growth.) of the project (max 200 words)** |  |

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| **Strategic Fit with Local Priorities** |
| **Will the intervention support** **[policies](#policies" \o "Keep brief.  Explain how – including evidence of where requirements for intervention are identified in SEP, Sector Growth Plans or Local Plans.) in the Economic Growth Plan, Sector Growth Plan or other Local Plans?** [**https://llep.org.uk/economic-growth-strategies/**](https://llep.org.uk/economic-growth-strategies/) |  |
| **What is the main strategic priority that your project addresses?** | **Choose an item.** |

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| **Engagement and Consensus** |
| **Outline support from key** **[stakeholders](#Stakeholders" \o "For example, Local Authority, HCA, local education providers and local businesses. If the answer is none, please explain who you will approcah to gain consensus / who you will engage with?) for the proposed solution / your approach to seeking consensus.**  |  |

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| **Previous Funding Applications** |
| **Have you** **[applied](#Applied" \o "Keep brief.  If yes, please state who from, when, what for and the result.) for any previous funding for this project previously?** | **Choose an item.** |
| **If yes, please provide a brief explanation.** |  |
| **Please explain how your project is Subsidy Control compliant and demonstrate that independent legal advice has been sought with regards to the issues of Subsidy Controls in relation to this application.**[**https://www.gov.uk/government/collections/subsidy-control-bill**](https://www.gov.uk/government/collections/subsidy-control-bill) |  |

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| **ECONOMIC CASE** |
| Demonstrate that the project will best deliver existing and future needs, with clear outputs, outcomes & economic impacts. |

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| **Investigation of Options** |
| **Demonstrate that a range of** **[options](#Options" \o "Keep brief. Overview of options and why alternatives were discounted, why is the market not meeting the need? What will happen without an intervention?) have been considered. Why is this solution the best option? What are the impacts of doing nothing?** **Grants beneficial effects should outweigh any negative effects.** |  |
| **Demonstrate and evidence that the funding would represent** **[value](#Value" \o "Please calculate the VfM for the project, providing as much relevant, up-to-date information as you are able to, in relation to the assumptions for the VfM calculation. If there is evidence to suggest a baseline for VfM please provide this.Please also demo) for money. Grants should be proportionate to their specific policy objective and limited to what is necessary to achieve it.** |  |
| **Is the project** **[scalable](#Scalable" \o "If yes, how does this affect the outputs, outcomes and impact? Please fully explain that the full ask represents the best Value for Money.)?** |  |

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| **Outputs and Outcomes: specific** **[deliverables](#Deliverables" \o "The funding recipient will be responsible for reporting against all outputs, outcomes and impacts detailled below. Please ensure that the outputs, outcomes and impacts match the information provided in the logic chain.) from the overall project** |
| **Outputs & Outcomes Category** | **Choose an item.** |
| **Detailed** **[Description](#Description" \o "If 'Other', please provide further details.)** |  |
| **Baseline Value** |  |
| **Output / Outcome** | **Choose an item.** |
| **How will the output / outcome be measured?** |  |
| **Measurement Source** |  |
| **Who is responsible for measuring the benefit?** |  |
| **[Assumptions](#Assumptions" \o "Please explain your assumption including any baseline research undertaken.)** |  |
| **What are the risks / issues to realising the benefit?** |  |
| **Measures** |
| **Period** | **Units** | **Target** |
| **Choose an item.****Choose an item.** | **Choose an item.** |  |

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| **Outputs & Outcomes Category** | **Choose an item.** |
| **Detailed** [**Description**](#Description) |  |
| **Baseline Value** |  |
| **Output / Outcome** | **Choose an item.** |
| **How will the output / outcome be measured?** |  |
| **Measurement Source** |  |
| **Who is responsible for measuring the benefit?** |  |
| [**Assumptions**](#Assumptions) |  |
| **What are the risks / issues to realising the benefit?** |  |
| **Measures** |
| **Period** | **Units** | **Target** |
| **Choose an item.****Choose an item.** | **Choose an item.** |  |

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| **Outputs & Outcomes Category** | **Choose an item.** |
| **Detailed** [**Description**](#Description) |  |
| **Baseline Value** |  |
| **Output / Outcome** | **Choose an item.** |
| **How will the output / outcome be measured?** |  |
| **Measurement Source** |  |
| **Who is responsible for measuring the benefit?** |  |
| [**Assumptions**](#Assumptions) |  |
| **What are the risks / issues to realising the benefit?** |  |
| **Measures** |
| **Period** | **Units** | **Target** |
| **Choose an item.****Choose an item.** | **Choose an item.** |  |

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| **Outputs & Outcomes Category** | **Choose an item.** |
| **Detailed** [**Description**](#Description) |  |
| **Baseline Value** |  |
| **Output / Outcome** | **Choose an item.** |
| **How will the output / outcome be measured?** |  |
| **Measurement Source** |  |
| **Who is responsible for measuring the benefit?** |  |
| [**Assumptions**](#Assumptions) |  |
| **What are the risks / issues to realising the benefit?** |  |
| **Measures** |
| **Period** | **Units** | **Target** |
| **Choose an item.****Choose an item.** | **Choose an item.** |  |

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| **Outputs & Outcomes Category** | **Choose an item.** |
| **Detailed** [**Description**](#Description) |  |
| **Baseline Value** |  |
| **Output / Outcome** | **Choose an item.** |
| **How will the output / outcome be measured?** |  |
| **Measurement Source** |  |
| **Who is responsible for measuring the benefit?** |  |
| [**Assumptions**](#Assumptions) |  |
| **What are the risks / issues to realising the benefit?** |  |
| **Measures** |
| **Period** | **Units** | **Target** |
| **Choose an item.****Choose an item.** | **Choose an item.** |  |

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| **Outputs & Outcomes Category** | **Choose an item.** |
| **Detailed** [**Description**](#Description) |  |
| **Baseline Value** |  |
| **Output / Outcome** | **Choose an item.** |
| **How will the output / outcome be measured?** |  |
| **Measurement Source** |  |
| **Who is responsible for measuring the benefit?** |  |
| [**Assumptions**](#Assumptions) |  |
| **What are the risks / issues to realising the benefit?** |  |
| **Measures** |
| **Period** | **Units** | **Target** |
| **Choose an item.****Choose an item.** | **Choose an item.** |  |

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| **Please explain in detail how you have estimated each of the outputs.** |  |

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| **Additional Benefits** |
| Please identify which if any of the following social value impacts apply to your project.Where you have identified a relevant wider impact, please provide a brief explanation.  |

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| **Employing locally & responsibly** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Sourcing locally** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Supporting & engaging with local communities** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Improving environmental sustainability** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |
| **Doing Business Ethically** | **Choose an item.** |
| **If yes, please provide a brief explanation.**  |  |

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| **Impacts** |
| Please identify the impacts this project will have. Consider issues including unlocking sustainable economic growth, social inclusion, well-being & environmental sustainability.  |

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| **Outcome (e.g. jobs unlocked, homes unlocked)** | **Quantity (e.g. number of jobs, number of new homes)** | **Baseline Value** | **Assessment (e.g. who will measure the outcome, when and how will it be measured)** |
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| **Will** **[particular](#Particular" \o "Please include the social benefits of the project, where relevant. ) groups of people be affected by the intervention i.e. social benefits? Will the impact be positive or negative? Please explain.** |  |
| **How will the** **[intervention](#Intervention" \o "Keep brief. Include specific impacts on quality of place and identify key impacts on landscape, biodiversity, watercourses, townscape, noise and air quality.) impact on the natural and built environment.** |  |

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| **Monitoring and Evaluation** |
| **How will the success of the delivery of the project be evaluated?** |  |
| **Are the costs of monitoring and evaluation included in your project budget?** | **Choose an item.** |
| **FINANCIAL CASE** |
| Demonstrate adequate consideration of costs and funding strategy.Grants should not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy.Please provide the annual cost profile for the life of the project.You will be expected to deliver the scheme within the cost profile when agreed.Confirmation will be required that any cost overruns will be met by the project sponsor. |

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| **What is the total cost of the project (£’s)?** |  |
| **If this application is for Project Development Funding, what is the expected total cost of the substantive project (£’s)?** |  |
| **Please explain how the costs have been estimated and price base.** |  |
| **Have you uploaded a supporting document providing a granular breakdown of the cost estimation?** | **Choose an item.** |
| **Please explain the relevance of the document.** |  |

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| **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)** |  |

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| **Sources of Funding (£’s)** |
| Please identify all the individual sources of funding for the life of the project.Sources of funding should add up to the total cost of the project. |
| **Funding Source** | **Description of Funding Source** | **Amount (£’s)** | **Percentage of Budget (%)** | **Confirmed?** |
| **Choose an item.** |  |  |  | **Choose an item.** |
| **Choose an item.** |  |  |  | **Choose an item.** |
| **Choose an item.** |  |  |  | **Choose an item.** |
| **Choose an item.** |  |  |  | **Choose an item.** |

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| **Financial Profile (£’s)** |
| For each Funding source identified below, please provide the amount of funding required for each Financial Year. |
| **Period – select March as end of Financial Year** | **Description**  | **Planned amount (£’s) – Only include VAT if not recoverable** | **Funding Source** |
| **Choose an item.****Choose an item.** |  |  |  |
| **Choose an item.****Choose an item.** |  |  |  |
| **Choose an item.****Choose an item.** |  |  |  |
| **Choose an item.****Choose an item.** |  |  |  |

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| **Business Rates Income Profile (£’s) – To be completed for Enterprise Zone funding applications only** |
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| **Will new Business Rates be generated as a direct result of this development?** | **Choose an item.** |

 |
| **Amount (£’s)** | **Year** | **Comment – Please explain the assumptions made in calculating this forecast** |
|  | **Choose an item.** |  |
|  | **Choose an item.** |  |
|  | **Choose an item.** |  |

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| **Loan Funding Repayment – To be completed by loan applicants only** |
| **Payback Mechanism** | **Amount** | **Repayment Date** |
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| **What security will you offer against the loan? e.g. a charge against the land.** |  |
| **Please explain how you will manage the repayment schedule? e.g. from sale of land/buildings. Please include timings.** |  |

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| **COMMERCIAL AND MANAGEMENT CASE** |
| Demonstrate that the project will be delivered by the stated completion date. |

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| **Partnerships for Delivery** |
| **Identify partners involved in the project and demonstrate shared commitment for delivery.** |  |
| **Have you spoken with the Local Authority for where your project will take place? – if so, advise who with and the stages of discussion.** |  |

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| **Effective Governance** |
| **Briefly explain proposed Governance structure, including reference to partners if appropriate.** |  |
| **How is the team setup to manage projects and what expertise do they have?** |  |
| **Describe the financial management and control procedures for this project.** |  |
| **How will you monitor the performance of delivery partners and/or sub-contractors?** |  |

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| **Capacity and Risk Management** |
| Briefly explain the most significant risks to the overall delivery of the project including financial and commercial risks and proposed mitigation (e.g. resource capacity, procurement issues, uncertainties on Business Cases, cost overruns. Identify proposed mitigation measures. |
| **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)** |

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| Probability | 5 |  |  |  |  |  |
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| 3 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 1 |  |  |  |  |  |
|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  | Impact |
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| **Assessment** | **Choose an item.** |
| **Mitigating Action** |  |
| **Assessment Post Mitigation** | **Choose an item.** |

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| **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)** |

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| Probability | 5 |  |  |  |  |  |
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|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  | Impact |
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| **Assessment** | **Choose an item.** |
| **Mitigating Action** |  |
| **Assessment Post Mitigation** | **Choose an item.** |

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| **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)** |

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| Probability | 5 |  |  |  |  |  |
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|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  | Impact |
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| **Assessment** | **Choose an item.** |
| **Mitigating Action** |  |
| **Assessment Post Mitigation** | **Choose an item.** |

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| **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)** |

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| Probability | 5 |  |  |  |  |  |
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|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  | Impact |
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 |
| **Assessment** | **Choose an item.** |
| **Mitigating Action** |  |
| **Assessment Post Mitigation** | **Choose an item.** |

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| **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)** |

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| --- | --- | --- | --- | --- | --- | --- |
| Probability | 5 |  |  |  |  |  |
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|  |  | 1 | 2 | 3 | 4 | 5 |
|  |  | Impact |
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| **Assessment** | **Choose an item.** |
| **Mitigating Action** |  |
| **Assessment Post Mitigation** | **Choose an item.** |

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| **Procurement** |
| **Is your organisation a contracting authority defined in the Public Contracts Regulations 2015?** | **Choose an item.** |
| **If no, please set out the reasons.** |  |
| **Can you confirm you have completed a list of contracts that will be used to provide goods, works or services to the project?** | **Choose an item.** |
| **If no, please set out the reasons.** |  |
| **Dependencies** |
| **If this project is dependent on outputs from other projects please provide further details.** |  |

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| **SUPPORTING INFORMATION** |
| Please provide any supporting documentation along with your Business Case. |
| **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?** | **Choose an item.** |
| **To submit your Business Case to the LLEP for approval, please send your completed form to** **admin@llep.org.uk****If you have not provided a completed Logic Chain when submitting your Expression of Interest form, please ensure this is attached to the accompanying Business Case upon submission** [**https://llep.org.uk/llep-open-call/**](https://llep.org.uk/llep-open-call/) |
| Whilst we will treat your application with the utmost confidentiality, please be aware that we will use the information to carry out an appraisal on your project. |
| Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester and Leicestershire Enterprise Partnership Ltd and our partners to deliver and improve services and fulfil our contractual duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website <https://llep.org.uk/privacy-policy/> |