



Lancashire Skills Capital Fund

Round 2

2016 / 17

Expression of Interest Application Form

Please complete and submit this Expression of Interest form in accordance with the **Lancashire Enterprise Partnership Expression of Interest guidance document by 1.00pm on ?????.**

Please return the following:

- **one** electronic copy of the signed and completed Expression of Interest form and the required supporting information submitted to Andy Walker at Lancashire County Council and ensure that it is received by **1:00pm on day month year.** (Please compress files to less than 5Mb. If you have any difficulties sending the email(s) please call 01772 535629 **and**
- In addition applicants must also ensure that the LEP receives **one** hard copy of the signed and completed application form and the required supplementary information at the following address by **1:00pm ?????**

Andy Walker

Head of Business Growth and Innovation

Lancashire County Council

Without exception, we will **not** consider as eligible for the Skills Capital Fund any applicants that fail to submit both an electronic copy and hard copy of a signed and completed Expression of Interest form together with supplementary information in accordance with the submission requirements set out in the **Lancashire Enterprise Partnership Skills Capital Funding guidance document.** Applicants must submit Expressions of Interest and supplementary

financial information using the correct application forms and templates downloaded from the LEP's website.

Section 1: Applicant Contact Information	
Name:	
Address:	
Contact Name and Job Title:	
Contact Telephone:	
Contact Email:	
Delivery Partners (if applicable):	

Section 2: Project Details	
Title of Project:	<i>maximum 20 words</i>
Total Project Cost:	£[]
Amount of Grant:	£[] Percentage [] of total project costs
Project Summary:	^a maximum 100 words
Location of Project:	^b
Is the project also located within an adjoining LEP area?	Yes/No (Delete as applicable) If Yes, state the name of the LEP and summarise the outcome of any dialogue held with the LEP regarding the proposed project. <i>maximum 200 words</i>
Has the project previously been considered by the Skills Funding Agency or other funding bodies?	Delete as applicable: Yes/No If Yes, state the outcome and any subsequent changes made to the project. <i>maximum 250 words</i>
Project Priority (if submitting more than one Expression of Interest):	

Section 3: Benefits to Learners, Employers, Local Community and Supporting

Economic Growth - how the project meets the key priorities of the LEP's Strategic Economic Plan www.lancashirelep.co.uk

Note: In the responses to the questions in this section, it is important to include quantifiable targets and measures, as appropriate, to assist with an objective assessment of the application.

Explain how the project meets the key criteria set out in the guidance document.

The LEP will score this section under five headings: Benefits to Learners, Benefits to Employers, Supporting Economic Growth, Supporting Apprenticeships, and Collaboration with other projects / existing provision. Applicants are reminded not to exceed the maximum word limit of 750 words and to support their case using robust quantifiable and achievable measures.

Maximum 750 words

No. of Jobs associated with construction phase (FTE's)	
No. of permanent additional jobs associated with the running of the facilities (FTE's)	
Increased learner capacity once facility is completed.	
Please detail age group and qualification type.	

Section 4: Estate Need

Estate Need:

^c *maximum 250 words*

Floor Area Improved/Rationalised by Project m²:

Complete Table 1 below to show the area of **the entire estate** in condition A, B, C and D before and after the project ^e Note this table is designed to reflect the **improvement in condition attributable to the Skills Capital Fund project only**. Where estates condition will be improved by an ongoing current project, this improvement should be accounted for in the "before project" column and an explanation provided in the "Floorspace variation" section below.

Table 1: Proposed building condition improvement

Condition of Estate BEFORE project (m ² and %)			Condition of Estate AFTER project (m ² and %)			Change in condition (m ² and %) of estate as a result of the project		
	m ² [1]	%		m ² [2]	%		m ² [2-1]	%

	reported for this proposed project					
	<p>Please explain and justify all variations in the current and historically reported areas and associated condition categories.</p> <p>Any significant changes should be supported by surveys undertaken by independent qualified surveyors.</p>					
Inoperable/Category D Building Condition:	<p>e</p> <p style="text-align: right;"><i>maximum 100 words</i></p>					

Section 5: Financial Value for Money and Affordability

Project Funding/Finance:	f																	
	<p>Complete Table 3 below to show how the project is to be funded/ financed.</p> <p>Table 3: Funding/Financing of Proposed Project</p> <table border="1"> <thead> <tr> <th>Project funding/financing</th> <th>Capital cost (£000)</th> </tr> </thead> <tbody> <tr> <td>Private sector</td> <td>£ []</td> </tr> <tr> <td>LEP Skills Capital funding</td> <td>£ []</td> </tr> <tr> <td>Applicant contribution (cash reserves)</td> <td>£ []</td> </tr> <tr> <td>Loan finance</td> <td>£ []</td> </tr> <tr> <td>Disposal proceeds</td> <td>£ []</td> </tr> <tr> <td>Other public sector grants</td> <td>£ []</td> </tr> <tr> <td>Other</td> <td>£ []</td> </tr> <tr> <td>Total</td> <td>£ []</td> </tr> </tbody> </table> <p>Additional comments: for example, if disposal proceeds are to be used, please explain current status of disposal.</p>	Project funding/financing	Capital cost (£000)	Private sector	£ []	LEP Skills Capital funding	£ []	Applicant contribution (cash reserves)	£ []	Loan finance	£ []	Disposal proceeds	£ []	Other public sector grants	£ []	Other	£ []	Total
Project funding/financing	Capital cost (£000)																	
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Other public sector grants	£ []																	
Other	£ []																	
Total	£ []																	
Capital Spend Profile:	g																	
	<p>Amount of project costs incurred in 2014-15: £[]</p> <p>Amount of project costs incurred in 2015-16: £[]</p> <p>Amount of project costs incurred in 2016-17: £[]</p> <p>Amount of project costs incurred in 2017-18: £[]</p>																	
Value for Money and Efficiency Savings:	<p>Applicants must accompany their Expression of Interest with an investment appraisal (Excel format) for their preferred option and a base case (do the minimum) option. Applicants should use the latest version of the Skills Funding Agency's investment appraisal model available on the Agency's website</p>																	

for this process, including assumptions and supporting guidance notes.

Complete Table 4 below to show the cost and net present value (NPV) of each option:

Table 4: Comparison of Options

Option	Cost (£000)	NPV (£000)
Proposed project		
Base case		

The investment appraisals should include estimates of any premises costs and operating savings arising from the project over a 20-year period.

Complete Table 5 below to show the estimated premises costs and savings over a 20-year period for the proposed project:

Table 5: Premises costs and savings

	Proposed Project Savings/Cost (£000)	Base Case Savings/Cost (£000)
Premises costs [1]	£ []	£ []
Premises savings [2]	£ []	£ []
Difference [1-2]	£ []	£ []

If the costs exceed the savings by more than 5 per cent of the total project cost then explain how the project will enable the applicant to reduce its overall premises costs per square metre over the investment period; or in exceptional cases, for example where the applicant proposes to build additional space to accommodate new provision, why the project is unable to contribute to lower premises costs (£/m²).

maximum 100 words

Affordability:	<p>Based on the applicant's financial plan, which includes the project, confirm the applicant's financial health grade in:</p> <ul style="list-style-type: none"> • 2013/14 [Outstanding/Good/Satisfactory/Inadequate] • 2014/15 [Outstanding/Good/Satisfactory/Inadequate] • 2015/16 [Outstanding/Good/Satisfactory/Inadequate] • 2016/17 [Outstanding/Good/Satisfactory/Inadequate]
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Section 6: Programme	
Anticipated date for submitting a detailed application to the LEP	
Indicative Programme for Completion:	<div>h</div> <div>maximum 100 words</div>

Section 7: Risk	
Risk and Mitigation:	<div>i</div> <div>maximum 200 words</div>

Section 8: Declaration	
Declaration:	<p>I certify that the information provided in this Expression of Interest is complete and correct.</p> <p>Please delete as appropriate: This project has not been the subject of a successful capital funding application to the Skills Funding Agency or any other publically funded body.</p>
Signature (Applicant Chief Executive):	
Print Name:	
Date:	

Before submitting your Expression of Interest ensure you have all the required supporting documentation:

- **one hard copy of the application form, signed and dated**
- **one electronic copy of the application form, signed and dated**
- **Investment Appraisal for proposed project (latest version in Excel format)**
- **Investment Appraisal for base case (latest version in Excel format)**
- **If requesting greater than one-third grant support**
 - **Financial plan and commentary (latest version of financial plan in Excel format)**
 - **Supporting evidence for any third-party project funding**