



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

METROMAYOR
LIVERPOOL CITY REGION

Strategic Investment Fund, Round II
Request for Submissions for Funding
November 2018

1 Introduction

1.1 About this document

This document requests submissions for investment from the Liverpool City Region (the “City Region”, “LCR”) Combined Authority (the “Combined Authority”, “CA” or “We”) Strategic Investment Fund (“SIF”). It describes what the SIF will fund, the levels of funding available, and who is eligible to apply. It also provides headline guidance on the submission process, the appraisal and approval process and the criteria that will be used to assess projects.

1.2 The Strategic Investment Fund

The Combined Authority established the SIF to unlock the economic potential of the Liverpool City Region. It comprises the devolution deal funding allocation of £30 million per annum and other local and national funding sources. The level of SIF funding available for until to March 2021 is estimated to be up to £400m.

The SIF will fund activities that meet the priorities identified in its investment strategy published in July 2018 (the “Investment Strategy”), targeting inclusive economic growth. It will be invested in accordance with the Combined Authority’s Investment Strategy and Assurance Framework. These two documents are available for download from the Combined Authority website.

www.liverpoolcityregion-ca.gov.uk

1.3 Funding Available

This request for submissions is for investment of *up to* £60m, in aggregate, in projects or initiatives which will deliver economic growth in the City Region. Of the up to £60m to be committed, £20m is available as revenue. The table and bullet points below provide further information on the call and place it in the context of an estimate of known funding available in the next three years¹:

¹ We may withdraw, update or modify this estimate at any time.

Financial Year, all figures in £m	2018	2019	2020
This call	60	~30	
New Urban Development Fund		12	12
Next round of gain share			150
Transforming Cities Fund I	10	30	40
Chrysalis	8	10	8
Total	78	~82	210

The funding available under this call is drawn from funding made available to the Combined Authority under Local Growth Fund, Growing Places Fund and Gain Share programmes. Sponsors should note that the Combined Authority will manage its diverse funding under a 'single pot' approach and will apply its funding to projects in a way to maximise its flexibility. Unless otherwise specified, sponsors need not match their submission to a specific funding source.

Subject to launch in spring 2019, the call includes circa £12m of up to £24m in funding available from a new "urban development fund" established to provide debt and equity financing to SME property, research and development, and low carbon sectors. We will provide further details of this fund in 2019.

The table above takes no account of potential but unconfirmed sources of funding, including the Shared Prosperity Fund (a post-Brexit replacement for European funds), CA commercial lending, reflows of SIF's first investment round, or further funding from central government or Homes England. Confirmation of these sources would increase the funds available through the SIF.

This request for projects will remain open until 30 August 2019 or all available funding has been allocated, whichever is sooner. The CA may choose at any time to withdraw, modify or extend the call and will periodically publish on its website the progress it has made in allocating the funding. In the event that all funding has been allocated, as far as possible, applications will be considered against subsequent calls

The Combined Authority will release further amounts for investment on a regular basis. We anticipate a further call in summer 2019 and again at the start of 2020. The aim is to provide regular funding opportunities to market and give confidence to sponsors that projects can be submitted for consideration when ready; once they can demonstrate the deliverability of the proposed project.

It is always preferable to make a single submission based on complete information than to have the submission returned for further elaboration. Complete does not mean certain; it means that the sponsor is aware of the options/variables/future choices and is able to describe them. The SIF Investment Team will provide advice and support to sponsors in respect of the readiness of any submission.

The CA is keen to engage with sponsors early, and welcomes a discussion about projects that may meet its investment objectives but are not ready to submit a funding request under this call. The CA will help identify future funding schemes.

1.4 How to Apply

Sponsors are required to complete the submission form set out in Appendix 1 of this document. Please refer to Appendix 1 of the Investment Strategy (see link above) for details of the information typically required for a high quality outline submission. Completed submissions with any supporting documentation should be emailed to:

SIF@liverpoolcityregion-ca.gov.uk

Applications for pre-development funding (please see Section 5) should use the alternative application form set out in Appendix 2.

1.5 Deadline for Responses

There is no specific deadline for responses up to the close of the Call. The Combined Authority requests that sponsors only submit submissions when such submissions are suitably developed to allow for outline assessment and can demonstrate deliverability. The Combined Authority Investment Team will be happy to advise potential sponsors on the readiness of submissions.

1.6 Deadline for Development

For all sectors excluding transport, the CA expects projects to be capable of launching development (whether physical or operational) by 1 December 2019. Projects unable to meet this deadline should engage with the CA to understand the likely availability of future funding sources and the CA may consider at its sole discretion an extension in the expected start date.

Note that the CA's standard position is to require substantive commencement of project works within three months of entering into legal documentation. The CA will permit projects with a longer lead-in time, typically in the transport and economic infrastructure sectors, a longer period.

2 What the SIF will Support

The Combined Authority's objective with the SIF is to generate inclusive economic growth, high quality local employment, and to recover its commitments where possible. Recycling its commitments allows us to recycle funding into new projects in the City Region.

Whilst we identify potential sectors below, our objective is to prioritise and fund those projects that best meet our objectives. We therefore provide no funding target or limit by sector and commit to funding those projects that pass through the investment process with the highest impact.

To guide sponsors, funding is available under the following thematic/sectoral areas:

- Business Growth and Sector Development;
- Research, Development and Innovation;
- Regeneration and Culture;
- Transport and other Infrastructure;
- Housing; and
- Pre-Development Funding.

For skills revenue, the procurement process for £10-£15m Adult Education Budget will be launched in November 2018. The CA also plans to release a separate, skills capital prospectus in January 2019.

Avoidance of Duplication

The City Region has an active programme of 2014-2020 European Structural and Investment Funds, including programmes targeting investment promotion and business support. Details of the ESIF programme can be accessed here: <https://www.liverpoollep.org/funding/eu-funding/esif-programme/>

The CA will engage with project sponsors to prevent overlapping or competing projects from proceeding under SIF. We may direct projects towards ESIF funding and/or identify opportunities to combine programmes.

We encourage project sponsors whose scheme may relate to an ESIF programme or opportunity to engage early with the CA to understand how best to proceed.

2.1 Business Growth and Sector Development

The SIF will provide support for the following types of project:

- Support for priority sectors set out in Section Three of the Investment Strategy. Such sectors are:
 - Digital, Createch and Artificial Intelligence;
 - Advanced Manufacturing;
 - Health and Life Sciences;
 - Professional and Business Services;
 - Low Carbon;
 - Maritime and Logistics; and
 - Visitor Economy, Culture and Heritage.*Submissions should directly address one or more of the bullet points provided under each sector.*
- Projects and programmes that provide, in response to established demand, business finance, equipment and productivity initiatives;
- Inward investment, destination marketing and growth hub capacity development²;
- Business incubation, scale-up/acceleration and grow-on initiatives; when considering these, the CA will have regard to emerging studies from NESTA and the What Works Foundation on impact and effectiveness; and
- Support for small office and light industrial property development for SMEs where such development can be linked to company growth and productivity improvement, town centre clustering and the avoidance of car travel.

2.2 Research, Development and Innovation (“RD&I”) Partnerships

The SIF will provide support for the following types of project:

- RD&I partnerships amongst business and HEIs;
- RD&I network and cluster development; and
- Funding for research commercialisation, knowledge intensive business formation, expansion and support.

We expect in this category to respond to the City Region’s economic strengths as expressed in the 2017 LCR Science and Innovation Audit or to credible evidence of a potential RD&I strength for the City Region.

Details of the Science and Innovation Audit can be found on the Liverpool City Region Local Enterprise Partnership website.

<https://www.liverpoollep.org/growth-sectors/innovation/lcrsia/>

² No business finance, equipment and productivity programme or inward investment, destination marketing or growth hub programme will be supported that creates any unfair advantage for one borough at the expense of the others. The ideal scale for these programmes is therefore city regional.

2.3 Regeneration and Culture

The SIF will provide support for projects that meet the priorities of the “Place” section of the Investment Strategy. These include but are not limited to:

- Development of cultural assets;
- Access, acquisition, remediation and infrastructure development for strategic projects; and
- Investment in town centres subsequent to the Town Centres Commission.

2.4 Transport and Other Infrastructure

The SIF will provide support for the following types of project:

- Revenue schemes that meet the priorities established in the “Transport and Connectivity” section of the Investment Strategy and therefore support the priorities of the Transforming Cities Fund; and
- Deployment of digital fibre and supporting economic growth and digital inclusion programmes.

Please note that transport capital schemes may be admitted by meeting the priorities of other sectoral themes such as the maritime and logistics sectoral priorities or to unlock housing and/or strategic economic sites. The CA intends to commission rather than call capital projects under the Transforming Cities Fund.

2.5 Housing

The SIF will provide support for the following types of project:

- Site acquisition, remediation, infrastructure and development associated with sites contained in the LCR brownfield register and published here: <http://liverpoolcityregion-ca.gov.uk/documents> (LCR Brownfield Register February 2018);
- Site acquisition, remediation, renovation, planning, infrastructure and development finance associated with housing renewal in disadvantaged urban areas; and
- Sustainability and low carbon retrofitting.

Funding under this theme will focus on the delivery of new housing starts, planning permissions obtained and developable land through remediation. We shall engage wherever possible with Homes England to structure and fund housing schemes.

2.6 Pre-development

We will consider providing funding for pre-development costs required for a sponsor to develop a high quality project for SIF investment.

This is intended to cover a proportion, with appropriate match funding, of a sponsor's external costs of developing a project. The approach to pre-development funding varies from the other sectors and we provide further details in Section 5 of this document.

3 Investment Available

3.1 Investment Structures

The Combined Authority is open to making investment in any form appropriate to the project. This includes, but is not necessarily limited to:

- Repayable and non-repayable grant;
- Interest bearing loans;
- Equity either directly in entities or in joint venture or special purpose vehicles;
- Guarantees; and
- First loss instruments.

The Combined Authority Investment Strategy sets out that ‘non-repayable grant’ will be to the minimum level necessary to secure the desired outcomes.

As a result, where projects generate value which can be captured (such as an on-going revenue stream, capital gain etc.) then it is anticipated that any investment shall be structured in a manner which allows the Combined Authority to benefit from a reasonable share of such value.

Following initial approval of a submission for further consideration, the Investment Team will discuss and agree with sponsors the proposed investment structure.

For further details of our approach to structuring SIF funding, please refer to Section Five of the Investment Strategy.

3.2 Nature of Sponsors

This call is open to submissions from any organisation. This includes, but is not limited to the LCR local authorities, businesses, further and higher education institutions, housing associations, voluntary and community sector organisations.

The sponsor must have the legal capacity to enter into appropriate contracts with the Combined Authority.

3.3 Proportion of Funding

The Combined Authority is not setting any specific requirement for match funding (except in respect of Pre-Development Funding). However, sponsors should note:

- Submissions will be evaluated on the basis, inter alia, of the amount of overall investment the Combined Authority's contribution achieves (leverage);
- Good investment structuring requires substantial sponsor co-investment and incentives to create economic alignment; and
- Any financing will need to be compliant with EU State Aid regulations.

As a result, 100% financing of any proposed project is likely to be in exceptional circumstances.

3.4 Minimum level of Investment

The minimum level of investment which will be considered under this call is £0.5m.

3.5 Maximum level of Investment

The Combined Authority has not set a specific maximum investment for a single project.

3.6 Costs

There is no charge levied by the Combined Authority associated with the tender of a submission under this Call, although sponsors will be required to meet their own costs.

Where submissions are taken forward for further development, sponsors will carry the CA's reasonable costs in structuring, executing and monitoring each project. The costs typically include legal, professional and consultancy fees, and are incurred independently of whether the CA commits to fund the project. The CA will seek, where practicable, to agree these fees in advance with project sponsors.

3.7 Inclusive growth, social value and sustainability

The Combined Authority expects all projects to consider their potential to generate social impact and inclusive growth (the idea that economic growth should benefit local people to the extent reasonably achievable). We will engage with each project sponsor to understand, at the outline and concept stages, their current position and work with them to develop an inclusive growth action plan as their project progresses to towards final submission. All else being equal, projects with better inclusive growth and social impact credentials are more likely to receive funding.

The Combined Authority also expects project sponsors to consider the environmental sustainability of their proposal. We expect:

- Built environment projects to undertake and respond to an independent design review panel (and we will connect sponsors to the CA design champion's programme);
- New housing to reach *at least* Code for Sustainable Homes 2018 Level Four and full compliance with Building Regulations M(4) Volume Two;
- New build commercial development to reach BREEAM Excellent on completion; and
- Refurbished commercial development to reach BREEAM Very Good on completion.

3.8 Dig once stewardship

The CA reserves the right to require all transport and built environment projects to include ducting suitable for ultrafast broadband in its project specifications, under an initiative known as "dig once stewardship". The CA is currently procuring a specification for this ducting and will communicate its requirements with project sponsors once available, and in any case in time to complete sponsors' project design.

4 Submission and Assessment

4.1 Investment Process

We describe in Section Four of the Investment Strategy the SIF investment process. Project sponsors may refer to this section, and to the accompanying appendices, to understand the CA's process in greater detail.

4.2 Outline Submission Form

Outline submissions should be completed using the submission form set out in Appendix 1. Applications for Pre-development funding should alternatively use the form set out in Appendix 2. These forms are available electronically for download on the Combined Authority website.

<http://liverpoolcityregion-ca.gov.uk/documents>

Completed submissions together with any supporting information should be emailed to SIF@liverpoolcityregion-ca.gov.uk

Sponsors are reminded that a key element of the assessment will be the deliverability of the project. Whilst it is recognised that at initial submission stage, further work is likely to be required – sponsors are requested not to make a submission until they are ready to do so. Support from the SIF Investment Team is available to assist in this regard.

Sponsors are invited to identify in any application the information which they consider to be commercially confidential and the CA will treat such information accordingly. However, this cannot override the CA's obligations under the Freedom of Information Act 2000 and/or Environmental Information Regulations 2004 (SI 2004 No. 3391).

4.3 How Submissions will be evaluated

The CA's Investment Strategy and Assurance Framework provide details on its approach to underwriting and appraising projects. In brief:

- Outline submissions are evaluated against the criteria established in Appendix 1 of the Investment Strategy, prioritising deliverability (overall and within call timescales), strategic fit, public value and market failure / investment opportunity.
- Projects that proceed to the concept stage will be considered under the prioritisation framework established in Appendix 2 of the Investment Strategy.

- Projects that proceed to final stage will be considered in the round, considering each of the five business cases provided under HM Treasury's Green Book appraisal methodology for public investment: strategic, economic, financial, commercial, management. The common, quantifiable appraisal metrics the CA will consider within this are:
 - Benefit Cost Ratio and Net Present Public Value;
 - Economic Development (Gross Value Added);
 - Anticipated Jobs Created;
 - Leverage (in particular amount on non-repayable funding invested against total investment); and
 - Sector specific appraisal metrics.

Please note that we may use the investment process to compare competing submissions and select those that best meet our objectives. Competing submissions are those that offer comparable benefits across the same sector and/or geography. For example, should we receive multiple bids to support speculative office development in a geographical area, we may use the process to generate the best offer for a project and in so doing progress the one that offers best value for money.

5 Pre-Development Funding

As set out in Section 2.6, an element of the funding is being made available to support project development prior to a full SIF submission. Further details of projects and activities which may be eligible are set out below with more detailed criteria established in Appendix 3.

5.1 Eligible Projects

Pre-development funds are intended to improve the strength and depth of the SIF pipeline, and to facilitate the orderly commitment of funds.

Projects submitting applications for funding under this November 2019 call are unlikely to require early stage funding since they will need to be already advanced to meet the call timescales. The current focus of pre-development funding, therefore, is to establish high-quality medium term projects.

Projects which are eligible (“Eligible Projects”) for Pre-development are:

1. A project which, sufficiently elaborated, has a high probability of meeting the objectives, priorities and requirements established by the SIF Investment Strategy and therefore receiving support.
2. A study which seeks to establish the market and key parameters for a project which, sufficiently elaborated, has a high probability of meeting the objectives, priorities and requirements established by the SIF Investment Strategy and therefore receiving support.

For the avoidance of doubt, these requirements include the ability to meet the SIF’s value for money criteria and expectations.

5.2 Eligible Activities

The following activities (in respect of an Eligible Project) may be eligible for Pre-Development Funding

- Project preparatory work until the earlier of:
 - Selection of a preferred option for detailed design (e.g. GRIP stage 3 for Network Rail);
 - Ability of the sponsor to capitalise costs associated with preparation;
 - Approval of SIF funding commitment.

Such work may include:

- Feasibility Studies;
- Options Appraisals;
- Market Studies;
- Business Plan Development;
- Outline design work;
- Master Planning; and
- Pre-submission planning activities / scoping studies, transport impact analysis, environmental impact.

Such development work must be required in order for the sponsor to submit a later submission for SIF funding.

5.3 Pre-development of Transport Schemes

£4.2m of the pre-development funding budget is intended for transport schemes capable of claiming the £124m in Transforming Cities Funding available through 2022. This sum is additional to the £500k allocated in July 2018 for project development, which will be awarded separately. All future pre-development funding will be unified.

5.4 Prioritisation

The CA expects competition for this funding to be intense. In order to manage this competition for limited resources, it will:

1. Strictly analyse additionality and decline applications for works that it considers likely to be funded anyway;
2. Consider increasing the co-funding requirements from sponsors, in order to increase the distribution of funds; and
3. Consider applications in batches and fund the most favourable. The CA will consider applications every two months, starting December 2019.

Prioritising Transport Projects

The CA will prioritise submissions by the proposals’:

- Ability to draw Transforming Cities Funds;
- Size of future SIF commitment; and
- Ability of pre-development funding to be catalytic to project formation (additionality and facilitation).

Unless by exception, the CA expects to consider pre-development funding requests no earlier than on successful approval at the outline stage.

Prioritising Non-transport Projects

The CA will prioritise submissions by the proposals’:

- Fit with Investment Strategy and CA Corporate Plan;
- Quantum of potential SIF commitment;
- Strategic fit, deliverability and potential value for money under the Investment Strategy; and
- Ability of pre-development funding to be catalytic to project formation (additionality and facilitation).

5.5 Submission for Pre-Development Funding

You may request pre-development funding by completing and submitting the set out in Appendix 2. It is strongly recommended that any organisation seeking pre-development funding from the SIF, first consults with a member of the Investment Team. Contact details for the Investment Team are set out in Section 6.2.

6 Further Details

6.1 Pre-Submission Consultation

The Combined Authority is happy to undertake early consultation with potential sponsors regarding their potential submissions.

Such consultation shall be on an informal basis only and any support and advice given shall not commit the Combined Authority to any specific course of action. Information provided during consultation will be considered by the Combined Authority as commercially confidential, although such consideration cannot override its obligations under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 (SI 2004 No. 3391).

6.2 Contact Details

Sponsors seeking informal discussions in respect of their sponsors can contact any member of the Investment Team, however particular areas of specialism are identified below.

Contact details are provided below:

Ben Heywood

0151 330 1336

Ben.heywood@liverpoolcityregion-ca.gov.uk

Santiago Issa

0151 330 1871

Santiago.issa@liverpoolcityregion-ca.gov.uk

Joanne Leek (Low Carbon)

0151 330 1871

Joanne.Leek@liverpoolcityregion-ca.gov.uk

Raphael Miller (Low Carbon, Infrastructure, Housing)

0151 330 1363

Raphael.miller@liverpoolcityregion-ca.gov.uk

Georgina Singleton (Land and Property)

0151 330 1100

georgina.singleton@liverpoolcityregion-ca.gov.uk

Antonia de Winter (SME Finance, Culture)

0151 330 1335

antonia.dewinter@liverpoolcityregion-ca.gov.uk





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Appendix 1: Submission Form

The submission form is set out overleaf, an editable version of the following Submission Form is available on the Combined Authority Website.



Outline Submission for Support from the Liverpool City Region (“LCR”) Combined Authority (“CA”) Strategic Investment Fund (“SIF”)

Please complete this form with the information requested. The CA will use the information, and may request additional information, to prepare an outline submission for your project. Please refer to the SIF investment strategy, provided here www.liverpoolcityregion-ca.gov.uk/documents, to understand the purpose and place within the investment process of this outline submission.

The CA welcomes concise submissions that use lists, tables and bullet points to relay key information. At this stage in project development, you may not have precise information; please provide the most accurate information you can, specifying the source and highlighting where you have made assumptions.

Please indicate which information you consider to be commercially confidential and subject to the CA’s obligations under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 (SI 2004 No. 3391), the CA will treat such information accordingly.

Summary and Contact Information

Name of project	
Project Sponsor	
Recipient of funding	<i>(If different from Sponsor)</i>
Project location and address	
Contact Details of the Sponsor	<i>Please include name, job title, physical and email address, contact telephone number(s)</i>

Project Summary

Please provide a short summary of the project (Guide 200 words)

You may have various options under consideration at this stage. You can provide detail of these further down.



Strategy and Purpose

Please describe your objectives in completing this project. How does it fit into the call for applications issued by the CA? (Guide 250 words).

What are your organisation and other project participants/stakeholders trying to achieve? What will count as success? What financial objectives do you wish to reach?

Development and Operation

Please provide details of the scope, scale and timing of project development, describe its operation on completion and what plans you have, if any, to exit the project after completion. Please include a table of costs. Guide 350 words.

Where you are considering more than one project delivery option, you may provide 150 additional words on each alternative and summarise the differences in a table.

You may include maps, plans and graphics by appendix.

Approvals, Consents and Authorisations

Please provide the material approvals, consents and authorisations you need to deliver and operate the project. You must provide brief commentary on your approach to securing these, including in relation to timing and dependencies/conditions.

Approvals, consents and authorisations may be internal (funding and resource) approval as well as external (like planning permission).

For projects involving land and property; confirm ownership of land or route to ownership and confirm land value contribution

For infrastructure projects; please provide letters of support (non-binding) from key stakeholders

For business support: Confirm support and level of engagement with other public and private organisations and agencies.

Market, context and Value

Please describe the market in which the project will operate. The response to this question will differ across sectors. Skills projects are aimed at learners, property projects at tenants/buyers and transport projects at residents and visitors. There is no correct answer, responding will simply help the CA place your project in context.

You may consider: what/who are its end users, clients, tenants and/or beneficiaries? What/who are its competitors? What is the demand for the project and how competitive is the supply? What are its competitive advantages?

If your project has a commercial value, what do you expect it to be and how did you arrive at this value? If you expect the value to fall below the cost of delivery, why and by how much?

You may submit by appendix market analysis and valuation work completed to date, noting that the CA is likely to reach its own view.

Guide. 300 words plus tables.

Funding

Sources of funding – please complete the following table, adding lines and providing background information as necessary.

Type of Funding	Provided/Sourced by Sponsor	Request from SIF	Total
[Item 1]			
[Item 2]			
Total			
Proportion of Total			100%

Where you are considering different options, please repeat this table for each option, noting that, if the CA accepts your project beyond the outline stage, its investment team will engage directly with you to structure a heads of terms for SIF financing.

You may also describe the key terms of the funding to be provided. Guide 200 words excluding tables.

Organisation and Personnel

Please provide, with brief appendices if necessary, an organisation chart for the project including funders and key stakeholders, the proposed legal structure of the project and the biography of key project team members.

Please also provide summary evidence, whether by reference to previous projects, case studies, corporate performance or other, of the sponsor's and its team's previous experience in delivering comparable and equivalent projects. Guide. 400 words plus charts.

Please attach most recent Annual Accounts for your organisation (not required for public authorities).

Risks

Please provide a brief summary table of the main project delivery risks per the below:

Risk	Probability & Impact	Potential Mitigation
[Risk 1]	<p>Select [low/medium/high] probability of risk occurring</p> <p>Select [low/medium/high] negative impact on project delivery if risk occurs</p>	
[Risk 2]		
[Risk 3]		
[Risk 4]		

Please focus on the quality of risk assessment above the quantity of risks listed. Max.400 words.

Declaration

Please complete by appending your (the project lead's) electronic signature below or by copying the declaration into the email submission of this form.

Signature.....

Name.....

Company name.....

Position.....

Date.....





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Appendix 2: Submission Form for Pre-Development Funding

The submission form is set out overleaf, an editable version of the following Submission Form is available on the Combined Authority Website



Application for Pre-Development Funding Support from the Liverpool City Region (“LCR”) Combined Authority (“CA”) Strategic Investment Fund (“SIF”)

Please complete this form with the information requested. The CA will use the information, and may request additional information, to determine whether the application can be supported. Please refer to the SIF investment strategy, provided here www.liverpoolcityregion-ca.gov.uk/documents, to understand the purpose and place within the investment process.

The CA welcomes concise submissions that use lists, tables and bullet points to relay key information. At this stage in project development, you may not have precise information and it is understood that the application may support such development.

Please indicate which information you consider to be commercially confidential and subject to the CA’s obligations under the Freedom of Information Act 2000 and Environmental Information Regulations 2004 (SI 2004 No. 3391), the CA will treat such information accordingly.

Summary and Contact Information

Name of project	
Project Sponsor	
Recipient of funding	<i>(If different from Sponsor)</i>
Project location and address (where appropriate)	
Contact Details of the Sponsor	<i>Please include name, job title, physical and email address, contact telephone number(s)</i>

Overall Project/Programme Objectives

The following questions are in respect of the overall project/programme which the application for Pre-Development Funding seeks. As set out in the guidelines for the award of Pre-Development Funding (Appendix 3), Pre-Development funding will only be provided to support a project with high probability of receiving SIF support under the SIF investment strategy.

Project Summary

Please summarise the ultimate project / objectives that the pre-development funding is intended to support and the benefits such project aims to deliver. Please provide an indication of the possible cost.

Investment Strategy

Please provide detail how the project detailed above will support/links to the CA Investment Strategy and/or other local and national strategies.

Timetable

Please provide an indicative timetable for delivering the project if possible (it is recognised that this may depend or be informed by the Pre-Development Activities).

Other

Other information which will support the application for Development Funding

Pre-Development Funding Application

The following questions aim to understand the application for development funding and how such activities are required to support an application to the SIF.

Pre-Development Requirements

Please detail the pre-development requirements required and the reason for such activities before the sponsor is able to submit an application to the Strategic Investment Fund

Application for Pre-Development Funding

Which of the activities detailed above (this can be all or a subset), are requested for support from SIF pre-development funding. Please see guidance on Eligible Activities set out in Appendix 3. Please set out the cost of those activities and how these activities will be procured.

Funding Requested

Please detail the funding requested from the SIF to support such Pre-Development Activities and sponsor contribution/match funding. Please provide detail of why the sponsor is unable to meet such costs without SIF Support.

Timetable

Please provide an indicative timetable for the Pre-Development Activities.

Declaration

Please complete by appending your (the project lead's) electronic signature below or by copying the declaration into the email submission of this form.

Signature.....
Name.....
Company name.....
Position.....
Date.....

Appendix 3: Guidelines for the Provision of Pre-development Funding from the Strategic Investment Fund

Item	Detail
Pre-development Funding	Financial support in aid of potential SIF projects, to be drawn from funds available for SIF investment.
Purpose	To provide funding that could identify, improve or expedite a project with high probability of receiving SIF support under the SIF investment strategy and, usually, within the scope of an existing / forthcoming funding round.
Eligible Projects	<ol style="list-style-type: none"> 1. A project which, sufficiently elaborated, has a high probability of meeting the objectives, priorities and requirements established by the SIF Investment Strategy and therefore receiving support. 2. A study which seeks to establish the market and key parameters for a project which, sufficiently elaborated, has a high probability of meeting the objectives, priorities and requirements established by the SIF Investment Strategy and therefore receiving support. <p>For the avoidance of doubt, these requirements include the ability to meet the SIF's value for money criteria and expectations.</p>
Eligible Activities	<ul style="list-style-type: none"> • Project preparatory work until the earlier of: <ul style="list-style-type: none"> ○ Selection of a preferred option for detailed design (e.g. GRIP stage 3 for Network Rail) ○ Ability of the sponsor to capitalise costs associated with preparation ○ Approval of SIF funding commitment <p>Such work may include:</p> <ul style="list-style-type: none"> • Feasibility Studies; • Options Appraisals; • Market Studies; • Business Plan Development; • Outline design work; • Master Planning; • Pre-submission planning activities / scoping studies, transport impact analysis, environmental impact; <p>Such development work must be required in order for the</p>

sponsor to submit a later submission for SIF funding.

No Pre-development Funding shall support a recipient organisation's internal costs (though internal costs may be considered as co-financing at the CA's sole discretion).

Minimum/Maximum Funding Available

Pre-development funding shall be:

- provided in the minimum amount necessary to secure the specified (and agreed) outcome
- additional, and is not intended to replace other organisations' project development capacity

Main Conditions

- Development Funding shall only meet external costs (such as professional advisors) related to such eligible activities. Organisations' internal costs (staff time etc.) are not eligible.
- Funding required to be approved by CA prior to commencement of Eligible Activities;
- For projects sponsored by the CA (Commissioned Projects): up to 100% of the cost of Eligible Activities;
- For projects sponsored by 3rd parties: up to 90% of the cost of Eligible Activities in the transport sector and up to 60% in all other sectors;
- A development work agreement in place with the Sponsor (for projects sponsored by 3rd parties) covering:
 - Agreed scope of work of third parties or such scope to be agreed with CA prior to commencement;
 - Requirement of CA to approve identity of parties and contracts (so that there are no adverse limitations on Intellectual Property / restrictions of use) undertaking the work (if not already identified);
 - CA to be co-beneficiary/addressee of work undertaken / relevant 3rd party to have equivalent duty of care to CA. All reports / deliverables to be provided to the CA.
- Except where commercial confidentiality requires

otherwise, CA be able to use deliverables for wider purpose;

- Sponsor accepts CA's obligations as a public body (such as FoI and public sector procurement requirements);
- Where considered appropriate, CA entitlement to attend any meetings with external third parties in respect of progress reporting / interim findings etc.; and
- Funding drawn down on provision of copy invoices certified as properly payable by the Sponsor

In general, it is anticipated such agreement will be set out in a letter to be countersigned

Public Procurement

Where 3rd parties are being engaged by recipient of funding this may fall within CA requirements to undertake a procurement exercise. Where relevant, waiver of requirement to undertake a procurement exercise will be sought as part of the Approval Process.

State Aid

It is expected that any funding provided will fall below *de minimis* limits. Where this is not the case, the CA will require a State Aid compliant funding route.
