

Warwickshire County Council Economic Recovery Fund Tech Challenge Application Form

All applicants are required to complete this application in full and return to stacyoconnor@warwickshire.gov.uk by Friday 20th November.

- Projects must be ready to start and must be financially complete by **31st March 2021**.
- Before completing the application please ensure you have read the guidance in full

NB: Any missing or incomplete information may delay the processing of your application and could impact on the scoring process.

Section A: Introduction to the Project			
Applicant Details			
Applicant organisation:			
Lead contact:		Position:	
Phone number:		Email address:	
Postal address:			
Local Authority area			
Project Description			
Project Name:			
Project Location:			
Lead Delivery Organisation:			
A1. Project Description: (50 words max)			
(Short statement about what the project is trying to achieve)			
A2. Please list any project partners involved in the development of this bid			
A3. Outline any market testing which has been undertaken to evidence the demand case. (approx. 300 words).			
A3. Present status of the Project. (approx. 200 words)			
A4. Progress achieved prior to Bid. (approx. 300 words)			

Section B: Project Description and fit to Warwickshire County Council (WCC) Recovery Plan
B1. Please describe your project in full, and how it will enable a significant change or support Town Centres.
B2. Please list the objectives of your project. Objectives should be SMART.
B3. Please detail any risks/blockers to delivery other than funding and how will the project achieve this? (approx. 300 words)
B4. Which of the priority interest areas does this project address and how will the project achieve these objectives? (please tick all relevant objective/area(s), if selecting more than one please explain the link to each one separately)
<input type="checkbox"/> Priority interest area 1: Helps create a Town Centre’s sense of place, why should people visit, how and when;
<input type="checkbox"/> Priority interest area 2: Helps consumers feel confident about visiting their favourite businesses in the town centre;
<input type="checkbox"/> Priority interest area 3: Supports the promotion of businesses both individually and as a whole town experience;
<input type="checkbox"/> Priority interest area 4: Increases engagement between the local community and the town centre businesses;
<input type="checkbox"/> Priority interest area 5: Increases engagement between a wider audience and the town centre businesses;

<p>B5. Which of the WCC recovery priorities does this project support and how will the project achieve these objectives? (please tick the relevant principle(s), if selecting more than one please explain the link to each one separately)</p>
<p><input type="checkbox"/> Contain the virus and promote physical and mental health and wellbeing;</p>
<p><input type="checkbox"/> Maintain resilient sustainable services;</p>
<p><input type="checkbox"/> Help children and young people catch up on their education;</p>
<p><input type="checkbox"/> Harness power of communities to tackle inequality and social exclusion;</p>
<p><input type="checkbox"/> Support businesses and grow the economy;</p>
<p><input type="checkbox"/> Stimulate job creation and skills;</p>
<p><input type="checkbox"/> Invest in regeneration and a sustainable future;</p>
<p><input type="checkbox"/> Tackle climate change;</p>
<p><input type="checkbox"/> Develop our people and future ways of working;</p>
<p><input type="checkbox"/> Deliver high performance by harnessing digital, data and making the most effective use of resources;</p>
<p>B6. List the Key stakeholders, their Interest areas and details of support for this project. (approx. 100 words)</p>
<p>B7. What stakeholder consultation has been undertaken? (approx. 100 words)</p>
<p>B8. Summarise any project dependencies that the project has or if there are other projects/initiatives that are dependent on the delivery of this project. State the impact to the project if these are not met and how you are addressing these. (approx. 300 words)</p>
<p>B9. What are the expected net Outputs/Outcomes to be realised?</p>

Section C: Commercial Case – Project Development Options
C1. Please describe the options that have been considered in developing the project proposal.
<p>This should include a minimum of 2 options (insert more rows if required):</p> <ul style="list-style-type: none"> • A do nothing / reference case option (the position in terms of outputs that would occur if the project did not proceed); • The proposed option (as set out in Section A); and • If there are additional alternative options please include those options (which may be based on changes to the scale, scope and cost of the proposed option) – add other rows if needed. <p>Please describe any alternative options for the project including (as appropriate) the funding package, design, location and timescales, and explain the reason for choosing the proposed option. In each case give a description, the amount of WCC funding that would be required, the advantages, disadvantages and the outputs that would result. Explain why options were rejected.</p>
Option 1
Do Nothing – please detail
Option 2
Proposed option
Option 3 (if applicable)
C2. Specify why the Preferred Option has been selected, with supporting justification for selection.
C3. Are there any Issues to be resolved before this option may proceed, including any permissions or consents? Specify key Issues and state resolution plan for each Issue and expected timescales
C4. What are the associated Risks of this option? Please include mitigation of each risk.
C5. Will the project be using any 3rd parties? If yes please detail (approx. 200 words)
C6. Who will own the asset and how will it be managed and maintained going forward?

Section D: - Financial Analysis of the preferred Option

Before WCC enters into a contract (grant agreement) with project applicants it will be necessary to undertake a full financial assessment / due diligence process. This seeks to ensure that the applicant has the financial capacity to meet the financial obligations of the project. This includes the ability to meet any additional costs that may arise.

(Note - All WCC contributions are cash limited and will not be increased).

D1. Project costs and funding package

Please indicate below the overall project costs and WCC grant being requested. A detailed funding profile and cost breakdown should also be provided in a financial appendices.

Overall project costs	£
Private/ match funds	£
Grant funds requested	£

Please indicate any sources of private/ match funding

D.2 Please detail the impact to your project of each of the following:

If the project did not receive WCC grant support;

If the level of grant was reduced;

If there were a delay in award of grant;

D3. Please outline the strategy for securing any match funding as outlined above and the progress made to date.
(if your project does not have any match funding please move on to question D.4)

Is all match confirmed? Yes/No

if No what date will the project have match confirmed please list.

D4. Project slippage – is there provision for dealing with the financing of any time or cost overruns? How will you deal with the impact on WCC funding, match funding, & private investment? (approx. 300 words)

D5. What risk contingencies are included in your cost estimates?

Outline the areas where contingency has been applied, the level of the contingency in each case and the reason for the contingency in each case.

D6. Contingent Liabilities – are there any liabilities resulting from the project and if so how will these be managed and financed?

D7. If you have been in receipt of any public-sector funding within the last five years, please detail this below, including the amount of funding received; when it was received; and the funding source.

Section E: Management Case	
E1. Please set out the Key Project Milestones. (Insert more rows as required). A gantt chart can be attached with your submission if you have one.	
Key Milestone	Date
Proposed start date	
Financial completion	
Output delivery completion	
E2. Who will be managing the project, please detail their previous project management experience and experience of managing similar projects. (approx. 200 words)	
E3. Please explain your organisations track record in delivering similar projects. Please include any relevant experience of key staff. (approx. 200 words)	
E4. Please give details of any work already undertaken on the project including costs incurred. (approx. 200 words)	
E5. How will you evaluate this project? (approx. 300 words)	
E6. Please use this to provide any additional information regarding management and delivery (approx. 300 words)	

Section F: Supporting Documentation	
F1. Mandatory supporting documentation Please ensure the following documentation/ information is submitted with your completed application	
	Attached? Please tick
Funding Profile & cost breakdown	<input type="checkbox"/>
Statutory audited/ unaudited/ draft accounts for the lead applicant – Last three years where possible	<input type="checkbox"/>
Evidence of match funding (where applicable)	<input type="checkbox"/>
F.2 Additional Supporting Documentation This is a guide only. (Please ensure that any listed documents that have been referred to within the application are provided).	
	Attached? Please tick
Proof of any deemed consents or permissions	<input type="checkbox"/>
Feasibility, research or other supporting case studies	<input type="checkbox"/>
Evidence of support for the project	<input type="checkbox"/>
Risk Assessment	<input type="checkbox"/>
Project Milestones Gantt chart	<input type="checkbox"/>

Section G: Declaration

I hereby certify that the information provided in this business case is true and accurate at the time of completion. Moreover, if any of the content materially changes after submission I will supply this updated information immediately.

I understand that acceptance of this application does not in any way signify that the project is eligible for support or that funding has been approved towards it.

I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.

The General Data Protection Regulator (GDPR)

All personal information that you provide us with in this form and in all communications you have with us as part of the 'Warwickshire County Council Tech Challenge Fund' will be dealt with in accordance with our GDPR compliant Privacy Notice. Copies of this Privacy Notice may be obtained from: <https://www.warwickshire.gov.uk/privacy>

The data we collect is for the purpose of the Tech Challenge Fund. The information you supply will be shared with members of our independent grants panel to allow your application for grant funding to be appraised.

The programme requires your data to be added to the CRM Evolutive System.

We will use the information you supply:

To assess your application for grant funding; this information will be used to evaluate the programme and to report to WCC's internal finance and audit teams for monitoring and evaluation purposes.

We will only use your data for this programme and not for marketing or commercial purpose unless you give us consent to use your data for these purposes.

Do you consent to your data being used for:

Marketing updates Yes No

Events information Yes No

You should not enter into any legal contracts, including the ordering or purchasing of any equipment or services, before the formal approval of your project. Any expenditure incurred before the approval date will not be eligible for grant support and may also adversely affect your case for a grant.

Sign		Name	
Position		Date	

Please email the completed application form along with all supporting documentation and any additional information to the following email address: stacyoconnor@warwickshire.gov.uk