**Tees Valley Investment Fund: Expression of Interest (EOI) Guidance**

This guidance note accompanies Tees Valley Combined Authority Expression of Interest and should be read before completing the form.

For further advice and guidance see:

* Tees Valley Combined Authority Monitoring and Evaluation Framework (<https://teesvalley-ca.gov.uk/investment/spending-public-money-wisely/>)

**Completing the form**

Complete all sections of the Expression of Interest form.

This guidance will help you provide the information required to assess your project. Further guidance that project sponsors may find helpful is provided against each question in the Expression of Interest form and should be deleted on completion. When completing the Expression of Interest form, refer to and have due regard to the relevant logic model as identified in the Tees Valley Combined Authority Monitoring and Evaluation Framework.

**When completing the form, consideration should be given to the scale and complexity of the proposal, the level of funding required and a proportionate level of information provided commensurate with the project. The size of the box within the form does not indicate the quantum of information to be included in a particular section and will expand. Clearly articulate conclusions, assumptions and the basis on which your submission is being made.**

A critical aspect of proposals is to use suitable evidence to support claims or suppositions. We are happy for supporting documents to be included however, the proposal form must clarify which specific aspects are being referenced and should include quotes, within the body of the text, pertinent to the point being made. The appraiser will cross-reference with appendices but wherever possible, the Expression of Interest form should be capable of being read as a stand-alone document, except where specific schedules have been supplied, for example, costs, output tables. Where reference is made to appended documents it should be clear which section(s) are relevant to the specific point being made. It should not be for the appraiser to read large documents and deduce what information is relevant.

**Submitting the Expression of Interest**

Email signed completed forms to project.team@teesvalley-ca.gov.uk. If further assistance is required contact Tees Valley Combined Authority on 01642 524418.

**Question Specific Guidance:**

**Project Sponsor Details**

Provide key contact details for the **lead organisation.**

If applicable, provide brief details of any joint venture or consortium arrangements, setting out the members and roles.

**Project Details**

Complete each box.

**Project description**

Provide summary information for the project, capturing key aspects of the scheme. This should stand as a read alone statement, without the need for reference to appendices.

**Section 1.1 - 1.15**

**1.1 Summary of expenditure and funding**

Complete the table to provide a breakdown of funding and expenditure by source and year.

**1.2 Other sources of funding**

Complete the table.

Note: Other sources of funding can be in the form of assets, cash, in-kind.

If the EOI progresses to Business Case stage, further details and evidence of the confirmed / unconfirmed other sources of funding and the date of / expected date of confirmation will be required.

**1.3 Financial assistance sought**

Tick the relevant box and provide the ask amount (£).

**1.4 Financial return to TVCA**

Tick the relevant box and if the proposal offers a financial return to TVCA, detail how payback will work (level, timing, funding source and the guarantees that can be offered).

* 1. **What is the need for public intervention and evidence to support this?**

Explain clearly why the proposal would not happen without public funding and provide evidence of need, outlining key findings of any research or feasibility work undertaken. Full studies may be submitted as an appendix but sufficient information should be included within the form, quoting key statements / facts to explain the need, clearly referencing which specific parts of the appendix are relevant, i.e. page numbers.

You need to:

* Explain the gaps / opportunities or market failures the project will address. Clear justification is required for the project and the need for public funding.
* Give details on how additionality and the identified market failures have been built into the development of the project. This section should quote from and make reference to, the key research undertaken to identify the need that the project seeks to address.

**1.6 Details of other funding sources considered**

Identify where other funding is available, giving details of the timings and / or the outcome of other applications for funding - whether successful of not. If other sources of funding have not been applied for, provide details for the reason.

Further details and evidence of the funding sources explored will be required if the EOI progresses to Business Case stage.

**Note: TVCA expect that all other funding sources will have been explored.**

**1.7 Advance on funding**

The project has to be approved for entry into the Investment Plan before an advance on funding request is considered.

In this section identify the funding required in advance, to support the development of the project, clearly stating the amount required, why the funding advance is needed, and what it will pay for, e.g. design work or feasibility studies. Provide a breakdown of costs and milestones for activity start and end. Also choose the stage in the Business Case process that each activity will achieve.

**Note:** **Projects are required to be at RIBA Stage 3 or the equivalent stage for Business Case submission.**

**1.8 Affordability assessment**

**(FOR ALL PROJECT SPONSORS WITH THE EXCEPTION OF LOCAL AUTHORITIES)**

Complete the Financial Due Diligence questionnaire and append. Supply financial supporting and management accounts, to provide context of the organisation against the project specific financials needed to support the submission.

**1.9 Anticipated headline project outputs and / or outcomes**

In the table provided, list the anticipated project outputs and outcomes (longer term or wider benefits). If outputs are to be achieved over a longer timeframe, amend the table and attach as an appendix.

Refer to the Tees Valley Combined Authority Monitoring and Evaluation Framework (this can be downloaded from <https://teesvalley-ca.gov.uk/investment/spending-public-money-wisely/>) for further guidance on logic models and definitions of possible project benefits (outputs / outcomes). Clearly demonstrate how you are delivering against the relevant logic model.

**Note:** **The outputs and outcomes are not restricted to the list below, however, you should have due regard to the definitions provided.**

Jobs created – direct

Direct jobs are those that the proposal will directly deliver: This does not include temporary construction jobs: Examples include, jobs created by the expansion of an SME that has received relevant business support.

Identify additional jobs that the proposal will deliver and where known, include the year these outputs are expected to be delivered. If exact dates are unknown for outputs, indicate the total and when they will be delivered, by putting figures in at the end of the relevant time period.

Jobs are defined as permanent, paid, full-time equivalent (FTE) jobs that are directly connected to the proposal, measured as FTE posts.

Jobs created – indirect

Indirect jobs are those that the proposal will indirectly deliver: Examples include, jobs created through a business accommodation scheme, providing space to enable SME growth.

Identify additional jobs that the proposal will deliver and where known, include the year these outputs are expected to be delivered. If exact dates are unknown for outputs, indicate the total and when they will be delivered, by putting figures in at the end of the relevant time period.

Jobs are defined as permanent, paid, full-time equivalent (FTE) jobs that are indirectly connected to the proposal, measured as FTE posts.

Jobs safeguarded

Existing jobs safeguarded by the proposal: These should be expressed as FTE jobs.

Jobs safeguarded are defined as existing (i.e. occupied) permanent, paid, full-time equivalent jobs that are at risk. At risk is defined as being forecast to be lost within one year normally, i.e. the jobs at risk must be specified, or if the sector is in long-term decline, a longer period might be appropriate.

Please state which sectors the jobs created / safeguarded are likely to be in.

Gross Value Added (GVA) increase

Increase in GVA delivered by the proposal: For example, this could be GVA associated with jobs created or through productivity improvements: Explain all assumptions and figures used.

Construction jobs

To compare projects on an equal basis calculate jobs from construction in accordance with the HCA’s Calculating Cost Per Job Best Practice Note *2015 (3rd Edition)* (follow hyperlink). Extract from guidance:-

*The table below enables an estimation of the number of construction jobs based on the total programme/proposal construction capital cost, using the direct jobs coefficients by category of activity. The coefficients express the number of workers required, over one year, to deliver £1m of construction investment.*



Private sector leverage

Private sector leverage delivered by the proposal takes the form of follow on private sector investment. Note: This is distinct from private sector other sources of funding (which refers to direct private sector contribution to the proposal costs).

**1.10 High level options considered and identification of preliminary preferred option**

List the options considered for delivering the project and identify the preferred option: Explain why this option has been selected.

It is important to demonstrate that there has been a thorough consideration of the various options; these must be high level, realistic and honest.

**Note: The options considered should be at a level commensurate with the type and scale of the proposal.**

**1.11 State Aid**

Provide a brief overview of your position in relation to State Aid.

State Aid issues may impact on how a proposal is developed or managed and require consideration at an early stage of project development. An early indication of the formal legal opinion, from a suitably qualified lawyer, confirming that the proposed terms of the funding comply with State Aid rules, will support this: Provide a copy of the lawyer’s advice.

**Note: At Business Case stage, provide the full formal State Aid opinion to Tees Valley Combined Authority.**

**1.12 Partners**

List key delivery partners and their roles / commitment / involvement to the project. This should include (for example):

* An indication of procurement of partners and what their roles might be
* Any organisation / person that will be involved in the delivery
* Any organisation / person providing professional services (e.g. marketing and communications, design, building works, etc.)

**1.13 Formal partnership arrangements**

Detail briefly formal partnership / governance arrangements that are in place, e.g. Memorandums of Understanding / Partnership Agreements. Where this is not currently in place, indicate where potential agreements are likely to be put in place for the delivery of the project.

**1.14 Track record of applicant**

**(FOR ALL PROJECT SPONSORS WITH THE EXCEPTION OF LOCAL AUTHORITIES)**

Provide brief details of your organisation’s activities and track record in comparable activity. Give examples of relevant projects explaining when, where, timing, scale, cost of projects and advising if these went according to plan and if not, any lessons learned from these which will be implemented.

**Project Sponsor Sign Off**

Local Authorities - a senior representative within the Council who is authorised to sign this form.

Private Sector - a senior representative for example, Director, CEO.