

Regional Projects Business Case Development Fund: Application Guidance

This Application Guidance document explains the nature of eligible applications to the Fund, along with guidance on completing each of the questions set out in the Application Form.

Introduction to the Fund

Coast to Capital Local Enterprise Partnership published our regional economic recovery plan, [Build Back Stronger, Smarter and Greener](#) in 2020. This identified a range of significant regional advantages and opportunities to stimulate positive economic growth and recovery, beyond the COVID-19 pandemic.

Since then, Coast to Capital has been actively pursuing specific ideas and opportunities with partners for examples of transformational, scalable and lasting projects that can build on existing or emerging regional economic strengths to create growth within places and sectors that will, in turn, stimulate wider market confidence and investment in the region.

In response to our discussions, the Regional Projects Business Case Development Fund has been established from unallocated Growth Funds held by Coast to Capital to support a limited number of high-quality project proposals which may not otherwise have the means, capacity or expertise to progress without it.

Applicants are able to apply for between £20,000 and £100,000 of funding, depending on the nature and complexity of the project, to be used specifically toward the creation of a Full Business Case (FBC). Having an FBC prepared will place projects in a ready position to apply for further investment or borrowing, that would in turn enable them to be delivered. Successful projects will also receive an offer of in person support from the Coast to Capital team.

Timescales

The intended timescales for this Fund are as follows:

- 8th December – Application call opens
- 2nd February at 5pm – Application deadline
- 3rd February – 7th February – Application screening
- 8th February – 11th February – Application scoring
- 14th February onwards – Grant Offer Letters issued

Applying

Please email your completed Application Form to grants@coast2capital.org.uk by 2 February.

By submitting an application, you are agreeing to the [Terms and Conditions](#) of this fund.

All applications will be acknowledged by a member of the team. Queries regarding the application process can be sent to the above email address.

Application Guidance

Please note that each question in the Application Form has a word limit. Succinct, clear and complete information will help us to fully consider and assess each application.

1. Applicant details	
	<p>Applicants are asked to complete the project title, organisation name and address, with full contact details (email and telephone) for a single, named lead contact. Applicants may apply on behalf of a wider group of partners or stakeholders, beyond the named applicant.</p> <p>All correspondence regarding the application will be sent to the lead contact. Coast to Capital will not share applicants' contact details with any outside agency or for any other purpose. Data will be processed in accordance with our Privacy Policy.</p>
2. Alignment with Regional Project Themes	
	<p>Applicants are asked to select <u>at least</u> one of the following project themes in order to be eligible for funding. Projects may select more than one theme.</p> <ul style="list-style-type: none">• Net Zero Energy – new forms of clean and low carbon energy generation, adaptation and adoption• Natural Capital – land and marine based opportunities for biodiversity and carbon sequestration• Local Economies – regeneration and reimagining of the role of town centres or local place-based economies• Regional Identity – broader opportunities to develop distinct regional economic specialisms and approaches to stimulating inward investment
3. Project overview	
3.1. Project Summary	<p>Applicants are asked to provide a short and complete summary of the project proposal for which they will develop a Full Business Case.</p> <p>The following types of information will be useful, but recognising that different projects will be at different stages of development:</p> <ul style="list-style-type: none">• the context and rationale for the project• delivery options proposals• project team, project mandate or governance• work undertaken so far, including the stage of development (for example Project Initiation Document, Outline Business Case)

<p>3.2. Thematic alignment</p>	<p>Applicants are asked to describe clearly, in their own words, how the project aligns with and will contribute to one or more of the Regional Project Themes, as listed above in section 2.</p> <p>Applicants may also use Build Back Stronger, Smarter and Greener and other local, regional and national plans and priorities to explain how this project offers new and scalable opportunities within the region and elsewhere.</p>
<p>3.3. Innovation and skills</p>	<p>In addition to the identified regional project theme(s), applicants are asked to demonstrate how the project proposal will support innovation activity within identified sectors with growth potential.</p> <p>Applicants are also asked to identify specific skills and employment opportunities, aligned to education and skills provision (further and higher education) within the locality or growth sectors.</p>
<p>3.4. Partnership and engagement</p>	<p>Applicants are asked to name all partners involved in the project proposal at this stage, to demonstrate collaborative, scalable and cross sector approaches.</p> <p>Applicants may also demonstrate known potential to secure the interest or involvement of wider stakeholders, particularly if the project proposal is at an earlier stage.</p>
<p>3.5. Regional impact and benefits</p>	<p>Applicants are asked to demonstrate the types of economic, social and environmental benefits which they expect to see. This can include measures of social value.</p> <p>Applicants are also asked to define the geography of their project proposal and the potential for the proposal to scaled to other parts of the region or the UK.</p>
<p>4. Business Case Development & Costs</p>	
<p>4.1. Current funding position</p>	<p>We are particularly looking to support high quality projects that may not have the means, capacity or expertise to progress, without this Fund.</p> <p>Applicants are asked to provide information of any other sources of funding that the project has or is currently applying for that will help the project proposal to develop.</p> <p>Applicants are also asked to specify if they are applying for or already have funds to support project implementation and delivery.</p>

	<p>Please make clear if the Fund is intended to be used with any other sources of funding for Full Business Case development.</p>
<p>4.2. Description of business case development activities and costs</p>	<p>Using the table provided, applicants are asked to describe the proposed activity for funding, to develop either the whole or parts of the Full Business Case. Applicants are also asked to provide the amount of funding needed to resource each activity along with reasonable evidence of estimates for the cost of the work in the application form.</p> <p>Funding can be used to provide capacity within an organisation to develop the Full Business Case, for a limited period, or it could be used to fund external consultants or technical expertise to develop specific elements of the business case.</p> <p>The exact nature of the Full Business Case is to be determined by the applicant. However, as a guide, the general standard for Government funding is the 5-case model, based on the HM Treasury Green Book standard: strategic; economic; commercial; financial; and management.</p> <p>Applicants may wish to develop their project proposal, and associated activity, according to an alternative Full Business Case model, which is more suited to specific sources of funding that they have identified.</p>
<p>4.3. Timeframe</p>	<p>Applicants are asked to provide a realistic anticipated date for the completion of their full business case based on the activity as described.</p>
<p>4.4. Delivery funding</p>	<p>Applicants are asked to describe which sources or types of delivery funding the business case will be used to apply for, if known. This may include Government grants, private investment or appropriate forms of borrowing.</p>
<p>5. Applicant Statement & Signature</p>	
	<p>Applicants are asked to state the total amount of grant funding being applied for.</p> <p>An authorised signatory of the organisation should sign the form electronically and date it before submission.</p>

What happens next?

1. Application screening

Before any detailed assessment, all applications will be subject to an initial screening assessment to confirm whether they meet the basic eligibility criteria of the Fund, as follows:

- The applicant is based in the Coast to Capital region (West Sussex, Brighton & Hove, and East Surrey) with potential project delivery activity directly benefitting the region
- The project proposal aligns with one or more of the Regional Project Themes
- The value of the application is between £20,000-£100,000
- Costs relate to Full Business Case development activity

Applications that do not meet the basic eligibility criteria will not proceed to the application scoring stage.

2. Application scoring and distribution of the Fund

After the screening assessment, applications will be scored by Members of the Coast to Capital Programme Committee, using the following criteria:

- Alignment with one or more of the key themes
- Innovation and skills
- Partnership and engagement
- Scale, regional impact, and benefits
- Value for money (costs of producing the Full Business Case)

The total value of the Fund is £800,000 and the total number of funded projects will depend on the value of individual applications.

The Coast to Capital Programme Committee can make full or partial grant awards of up to £100,000.

3. Coast to Capital support offer

In addition to the grant funding award, Coast to Capital will also offer successful applicants a limited amount of in person support from our team. This is intended to provide general support to assist with progressing and developing the Full Business Case, for example in preparing the consultancy brief, selecting and working with appointed consultants, or general advocacy, advice and guidance on specific matters.

The exact nature of support will be agreed with the successful applicant based on the nature of the project, the existing skills set and capacity of the project team and the value of the project.

4. Grant Offer Letter

If successful, the applicant will be sent a Grant Offer Letter and funding agreement to sign.

5. Payment of grant

Upon receipt of a signed Grant Offer Letter, Coast to Capital will present the applicant with a payment schedule for funding as set out in the funding agreement.