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](http://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.

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**Summary and Contact Information**

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<tr>
<th>Name of project</th>
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<tr>
<td>Project Sponsor</td>
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<td>Recipient of funding</td>
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<td>Project location and address</td>
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<td>Contact Details of the Sponsor</td>
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**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 may 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.

The funding request is based on the funding regime of Department of Digital Media Culture and Sport as that funding regime complies with State Aid rules. The funding allows RTO’s and public sector organisations to claim 100% of the funding back and the private sector claim 70% of their costs.

<table>
<thead>
<tr>
<th>Type of Funding</th>
<th>Provided/Sourced by Sponsor</th>
<th>Request from SIF</th>
<th>Total</th>
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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:

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<th>Risk</th>
<th>Probability &amp; Impact</th>
<th>Potential Mitigation</th>
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Please focus on the quality of risk assessment above the quantity of risks listed. Max.400 words.

Inclusive Economy, Social Value and Sustainability

Please provide responses to each of the following questions. Please limit your answers to 200 words for each group of questions. Good answers will provide evidence, inc. reference to internal policies, external standards and verification. Where projects have multiple stakeholders, the CA’s primary interest is in the main beneficiary(ies) of SIF support.

- What is your approach to paying staff at least the real living wage? What is your approach to ensuring that your suppliers pay at least the real living wage?

- What is your approach to zero-hour contracts, both directly and through agency staff? What steps do you take to ensure that your employees and employees in your supply chain are employed on fair terms?
- What procedures do you have to ensure workforce dialogue is possible at all levels of your organisation (e.g. staff forums, team meetings and union representation)?

- What is your approach to offering internships, apprenticeships and other pathways to employment, particularly for underrepresented and disadvantaged groups (typically BAME, people with disabilities and/or a mental health need, ex-offenders, service leavers and veterans, and, in certain sectors, women)?

- How do you assure career progression for underrepresented groups in your organisation?

- What is your approach to maximising local organisations’ participation in your supply chain? How does your procurement approach maximise their participation? What is your approach to encouraging local SMEs?

- How is your organisation responding to the climate emergency? How do you minimise your carbon footprint and environmental impact? What standards will your project reach (e.g. BREEAM Excellent for new construction)?

- If you receive SIF funding, and considering the answers you have supplied to the questions above, what measures may you commit to undertake in order to improve your performance in these areas? Please provide measures that are Specific, Measureable, Achievable, Realistic and Time limited.

**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............................................................................................................