



SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP

2016/17 Innovation Programme Fund Guidance

Round 2
October 2016



TOGETHER.STRONGER

Contents

Section	Page Number
1. Executive Summary	2
2. Background	3
3. 2016/17 Innovation Programme Fund	6
4. Eligibility Criteria and Supporting Information	8
5. Types of Funding and State Aid	12
6. Prioritisation of Projects	15
7. Full Business Case Development	16
8. Activity Timetable	18
9. Contact	19

1 Executive Summary

To maintain and strengthen the excellence and impact of the business and research community in the Solent, the LEP is now opening up a further round of the 2016/17 Innovation Programme Fund, with up to £3m of capital funding available in 2016/17 for capital proposals that seek to invest in new technologies, equipment, infrastructure, facilities and estates that are ready to deliver during the current financial year.

Projects that seek funding to support the development of “smart manufacturing” (the development of manufacturing processes based around the integration of production with digital technologies), new and emerging technologies (for example: nano-technology, biotechnology, renewable energy and energy storage) and automation technologies will be favoured.

This builds on a £3m Innovation Programme Fund call for projects issued by the LEP in April 2016.

The minimum bid threshold is £250,000 for *shovel-ready* projects that can commence delivery no later than January 2017, with any funding award needing to be defrayed by 31st March 2017. The following forms of support are being made available:

- Grant;
- Loan;
- Forward funding; and
- Equity funding.

The amount of funding sought from the Innovation Programme Fund must contribute directly to a project alongside confirmed and secured third party investment and the project must demonstrate that it will bring in additional private sector investment. Local funding contributions to the project should represent at least 50% of the total project cost as an absolute minimum.

Should you have a project that is expected to commence after March 2017, the LEP would like to hear from you, and we would suggest that you contact the Solent LEP to discuss your project. In addition, we will soon be launching a business support grant programme - the Solent Growth Fund - offering grants of between £20,000 and £500,000. Further information will be available on the [Solent LEP](#) website. For other innovative projects that are seeking venture capital funding, you may wish to consider the options identified on the [InnovateUK](#) website.

2

Background

2.1 The Solent Local Enterprise Partnership

The Solent Local Enterprise Partnership (LEP) is the key interface and lead for economic development in the Solent. It is a partnership organisation between the business community, the Further Education and Higher Education sector, three unitary authorities, eight district councils and one county council, all of whom are actively working together to secure a more prosperous and sustainable future for the Solent area, providing the resources and economic environment, which makes it easier for businesses and individuals to be productive and where scientific research is encouraged through support for relevant institutions.

2.2 The National Context

Following the changes in Government that were precipitated by the decision of the UK to leave the European Union in June 2016, a new national economic approach is emerging, forged around the development of a national Industrial Strategy.

Further details are expected in the Autumn Statement 2016, but the Government's thinking on an Industrial Strategy would appear to include the following elements:

- Stricter merger and acquisition rules, with more emphasis on a 'public-interest test' for foreign take-overs
- New corporate governance structures, including consumer and employee representation on boards, and greater transparency around executive pay
- **Continued work towards higher productivity, including through the development of the science and research base in the UK**
- Delivery of infrastructure projects
- Increased house-building
- Continued support for regional development of cities and other economic areas outside London

Aligned with this is the emergence of technological change and innovation, which are expected to be driven by automation and connectivity. The rate of change and advancement in this area is considerably faster than in other comparable areas of the economy.

2.3 The Solent Economy and innovation the Solent

The Solent economy is best summarised in the [Solent Strategic Economic Plan](#). The Solent economy has a population of over 1.3 million, 50,000 businesses, local GVA of £26 billion, and is part of wider south east economy valued at £190 billion GVA. It has a range of assets that are globally renowned, a strong SME base, and a thriving research community through its Universities, research institutions and industry.

The Solent Strategic Economic Plan identifies that innovation and the exploitation of new knowledge by the private sector will be fundamental to future growth. For Solent to thrive, raise productivity, and transform its economy, innovation and new and emerging technologies will be a major driver.

The area is home to three world class universities and this represents an important competitive advantage, as technological change continues to increase demand for higher skilled roles in our area.

The creation and application of new ideas is critical for our long-run productivity growth and there is more we can do to support this activity as well as in commercialising discoveries made in the research base and in ensuring the diffusion and adoption of these discoveries.

The Solent faces some notable challenges and opportunities:

- Lower levels of knowledge-intensive employment compared with other areas. Knowledge-intensive businesses are key drivers of innovation.
- The skills profile is relatively weak because a less highly-skilled population is less likely to facilitate the creation and transmission of knowledge and ideas and to be able to use knowledge effectively, factors crucial to successful innovation.
- There is substantial variation in skills profiles between different local authorities within the Solent area, particularly higher-level skills.
- The emergence and growth of smart manufacturing and automation technologies in the area
- The growth and development of new and emerging technologies including nanotechnology, bio technology, 'the Internet of things; quantum computing, cyber security, artificial intelligence and renewable energy and energy storage.

Through the LEP's Innovation and Business Support Delivery Panel, work has been undertaken to identify the Solent's innovation strengths. The following areas, where we feel we have genuinely world-leading activity taking place, and which is either being commercialised or has high growth potential have been identified:

- Marine Data (including marine autonomy)
- Advanced Materials
- Photonics

In addition, the Solent also acts as a focal point for science and innovation in Cyber Security, Big Data Utilisation, Life Sciences / Healthy Living, Marine Renewable, Digital / Creative and CleanTech.

3 **2016/17 Innovation Programme Fund**

The 2016/17 Innovation Programme Fund is funded through Local Growth Funding (LGF) secured through the Solent Growth Deal. The LGF was established as a £12 billion central fund operating from 2015-16 to 2020-21. The LGF is fundamentally a capital fund that was established as a central funding pot, which is accessed through a process of LEPs agreeing Local Growth Deals with Government. Through Growth Deals, LEPs are invited to seek freedoms, flexibilities and a share of the LGF to target their identified local growth priorities.

A £3m Innovation Programme Fund is being made available from Solent LEP Local Growth Funding and is available immediately to support projects that are ready to deliver and require funding in 2016/17.

Projects seeking funding to support increases in technological innovation combined with the enhancement of products and services with digital capabilities will be favoured and we are particularly interested in proposals that are seeking to respond to the growth in the enhancement of 'on demand' services to customers whether they are consumer based or business to business.

Therefore, if you have an innovation project that is able to commence delivery in 2016/17 and spend Local Growth Funding in the same timeframe, and which meets the eligibility criteria and supporting information outlined in section 4, we would welcome your submission of a **Full Business Case by 17:00 on 31 October 2016. Subject to further funding being available we recognise that some projects may require more time to develop their Full Business Case and we would also welcome later submissions of a Full Business Case by 30 November 2016.**

The LEP are seeking applications for projects to be set out in within a Full Business Case (see section 7). These will be independently assessed against the prioritisation matrix (see section 6) and government guidance on the development of business cases.

The Solent LEP Board will then consider all proposals received, and make decisions on those to be funded, together with any pre-conditions that will need to be satisfied before any funding can be drawn down. The decision of the LEP Board is final and there is no right of appeal.

For the benefit of applicants, the diagram on page six provides an overview of the process from submission of Full Business Case to funding agreement.

The Solent LEP is particularly keen to identify projects that will address the challenges identified in section 2 of this document and help to create the economic environment, which makes it easier for businesses and individuals to be productive and where scientific research is encouraged and/or propose the creation and/or safeguarding of jobs spurred by technological developments.

**HERE IS HOW THE
PROCESS WORKS...**

Prepare and submit a **Full Business Case** in line with the information in this document.

Independent due diligence will be undertaken on your Full Business Case.



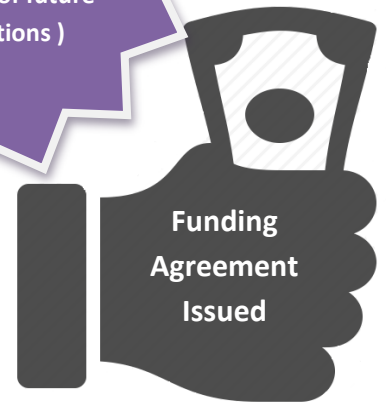
Your Full Business Case will be published on the LEP website for an eight week consultation period.

Solent LEP Board considers Full Business Case, due diligence and consultation outcome.

You will have an opportunity for factual accuracy checks on the due diligence report.

SUCCESS!

Funding is confirmed for your project
(subject to receipt of future years LGF allocations)



Funding Agreement Issued

4 Eligibility Criteria and Supporting Information

Before submitting a Full Business Case, please ensure that you meet the following eligibility criteria and supporting information:

4.1 Applicants

Applications are invited from private and public sector organisations, as well as from private / public partnerships. Clarity must be provided in terms of the lead applicant. All submission must be signed-off by a senior representative from the lead organisation.

4.2 Geography

Proposals must be delivered in the Solent LEP area with clear evidence that the direct outputs (i.e. new private sector investment, new jobs, new housing, new employment space, apprenticeships, etc.) as a result of your project will be located in the Solent LEP area.

The LEP may exceptionally consider applications for projects outside of the Solent LEP area where there is clear evidence that the direct outputs (i.e. additional private sector investment new jobs, new housing, new employment space, apprenticeships, etc.) will deliver direct productivity and growth outcomes in the Solent LEP area. For the avoidance of doubt, induced benefits or indirect outcomes cannot be considered. Equally, the LEP may consider projects whose outputs are outside the Solent LEP area, but where there is clear evidence that the project will directly benefit residents and businesses within the Solent LEP area.

The Solent LEP is keen to work with our adjacent LEP partners on projects. If you have a project that has the potential to deliver benefits within another LEP area, we would suggest that you speak with the relevant LEP before submitting your application to the Solent LEP.

[A map of the Solent LEP area is available here.](#)

4.3 Costs

The LGF is a **capital fund** and all funding sought from the LGF should be **for capital investment only in 2016/17**. We will consider the following forms of support:

- Grant;
- Loan;
- Forward funding; and
- Equity funding.

Revenue requests cannot be considered.

To maintain and strengthen the excellence and impact of the business and research community in the Solent, we are looking for capital proposals that seek to invest in new technologies, equipment, infrastructure, facilities and estates. Proposals that support the development of “smart manufacturing”, new and emerging technologies and/or advancements in science and research will be favoured

This includes providing capital support for existing assets as well as identifying new priorities, including those at research centers, at universities and other research organisations in the Solent LEP area. This investment supports a broad and diverse "well-founded" research base and provides opportunities to advance the Solent innovation agenda.

All costs must be clearly shown, with contributions split by funding partner. You must also set out the basis on which the costs have been calculated (i.e. pre-feasibility, outline design, detailed design...).

Priority will be given to projects that have all their funding in place and that can spend the LEP funding by the end of March 2017 and proposals that support the development of "smart manufacturing" and/or new and emerging technologies or advancements in science and research will be favoured

4.4 Minimum Funding Threshold

The minimum bid threshold is £250,000 and there is no maximum bid threshold, although applicants should note that the maximum grant funding available within this fund is £3,000,000.

4.5 Local Contribution and private sector leverage

The amount of funding sought from the LGF must contribute directly to a project alongside confirmed and secured third party investment and the project must demonstrate that it will bring in additional private sector investment. Where this is not possible, there should be a clear timeline presented to achieving certainty of contributions.

Funding leveraged directly into the project needs to demonstrate a real stake in the outcome of the project and private sector investment unlocked must be clearly evidenced. The requirement is for clear, demonstrable, leverage. **Local funding contributions to the project should represent at least 50% of the total project cost as an absolute minimum.** In addition to any local contribution there is a clear expectation that the Local Growth Fund contribution will unlock wider additional private sector investment at a minimum ratio of 4:1, which may draw from wider economic impacts flowing from the proposal. Projects that have the potential to unlock higher levels of private sector investment will be favoured.

4.6 Job creation and SME (Small and Medium Enterprises) support

Proposals that support SME s and/or demonstrate the creation of new, sustainable private sector full time jobs, or the safeguarding of sustainable private sector full time jobs will be prioritised. For the purposes of this fund, a full time job is one of 30 or more hours a week. Two part time jobs of 15 or more hours a week count as equivalent to one full time job.

Jobs created or safeguarded would need to be retained for a minimum of two years after the project is completed.

Safeguarding jobs relates to existing jobs within a business that would otherwise be lost in the next 12 months should the funding not be secured. These jobs will be continued and supported by a new business development.

4.7 Project and Programme Applications

Only proposals for discrete and definable projects, with clear links to outcomes (i.e. private sector investment, new jobs, new housing, new employment space, apprenticeships, etc.) will be considered. Applications for a programme of activity will not be considered.

4.8 Deliverability

Applications must provide clarity on the route and timeline for delivery. Greater clarity in this regard will enable the LEP greater confidence in deliverability. Given that we are prioritising projects with a start date before 31 March 2017 there is an expectation that all relevant consents would be in place and that local funding contributions are confirmed and in place.

4.9 Additionality

Applicants will need to demonstrate clear added value in relation to any project to be funded. This will include demonstrating that the proposal will not come forward at all, or within a timely manner or at a similar scale, if funding is not secured (sometimes referred to as deadweight). In addition, the project should not represent a displacement of the economic activity from elsewhere in the UK.

4.10 State Aid

Public funding will only be available where it is compatible with EU State aid regulations and applicants should be aware that their proposal will be scrutinised accordingly. Potential applicants should take account of this when considering the development of proposals. The applicant will be required to demonstrate that their proposal is compatible with EU State aid regulations. The Department for Business Innovation and Skills has provided information on state aid on its website¹, which may be helpful. Neither the LEP nor its Accountable Body, Portsmouth City Council, will be prepared to hold any State Aid risk.

4.11 Due Diligence

Shortlisted projects will be required to undergo a technical due diligence review. Projects will need to satisfactorily complete the process before funding is awarded subject to contract. There will be three stages to the process:

Financial appraisal

The Solent LEP will not fund projects which would still be funded and be able to go ahead without investment from the Innovation Programme Fund. In other words, the LEP's funding must not replace other funding options, and applicants must demonstrate the need they have for investment from this fund. The Solent LEP will also provide only the minimum funding required to allow the project to progress. The financial appraisal stage, therefore, will seek to:

- Appraise the project financial position and test underlying assumptions;
- Identify the minimum funding needed to unlock the development;
- Consider the most appropriate form of investment (grant, loan, forward funding, equity funding);
- Evaluate the potential for recovery of the Solent LEP's investment through loan repayment, interest, share of returns, overage, or other models (where applicable);
- Understand pricing and marketing strategies for the project;
- Understand and consider the financial, commercial and market risks associated with the

¹ <https://www.gov.uk/guidance/state-aid>

- project;
- Review the level of optimism bias contained in the costings; and
- Gain comfort around deliverability / defrayal of funding within specified timescales.

The Solent LEP reserves the right to request additional financial information. The Solent LEP will also, where appropriate, enter into a three-way dialogue with the applicant and other parties in order to discuss the viability of a project (for example, with the local planning authority, where the viability of a scheme is impacted by the scale of the planning obligations).

Financial standing

Applicants will be required to undergo a thorough review of their financial standing.

Where funding has been advanced other than in the form of a grant, the Solent LEP will also consider the most appropriate form of security for its investment. This may involve the use of charges and guarantees as well as negotiation with existing financiers. An assessment of credit worthiness and collateralisation (for loan, equity or forward financing) will be required for all projects. The Solent LEP reserves the right to request additional financial information from any applicant. The Solent LEP also reserves the right to take account of an applicant's track record on investment recovery.

Deliverability

The Solent LEP will undertake a risk assessment for each shortlisted project. This will review risks in relation to:

- The ability to (re)start on site including a review of title, planning and site constraints;
- The development programme and underlying assumptions;
- The sales/revenue programme and underlying assumptions;
- Mitigation of potential cost increases; and
- Defrayal by agreed deadlines.

5 Types of Funding and State Aid

For applications seeking loan, forward funding or equity investment, please contact the LEP (section 9) as additional information will be required.

5.1 Grants

Funding may be sought in the form of a capital grant, alongside confirmed and secured third party investment.

5.2 Loans

Loans, at market rates will be required to be repaid on a basis agreed during the due diligence stage with a longstop date of January 2020, may be requested. Exceptionally, the LEP may consider a longstop date beyond this where a proposal will generate high levels of jobs, or leverage significant additional private sector investment. If you intend to provide a longstop date on the basis of exceptional circumstances / outputs, it is strongly recommended that you contact the Solent LEP first in order to discuss this.

For private sector applicants the market interest rate will be calculated using the EC Reference Rate plus a margin calculated on the basis of an assessment, by the Solent LEP as part of the due diligence process, of creditworthiness and collateralisation. An interest rate matrix using the latest EC Reference Rate, as at 1st October 2016, is published separately, and is set out below.

For most loans to Local Authorities or other Public Sector applicants, subject to state aid regulations, there will be no market interest rate applied. However, an administration fee will be charged for each loan made and will be deducted from the initial advance made to the loan recipient. The one-off fixed fee will be 2.5% of the total loan amount.

However, if the funding is for a solely commercial venture that does not fall within a permitted activity as set out within State Aid legislation then a commercial interest rate will apply. This would be calculated as would a loan to a private sector applicant as set out below.

In order to avoid direct arrangements with projects constituting a State Aid, the Solent LEP (in common with most other LEPs) has decided that a commercial rate of interest will be payable on any loans provided to the private sector. Interest rates will be calculated using the EC Reference Rate plus a margin calculated on the basis of an assessment by the Solent LEP and Portsmouth City Council, as part of the due diligence process, of creditworthiness and collateralisation.

Interest rates are assessed using European Commission guidance as set out in the Communication which can be found at: http://ec.europa.eu/competition/state_aid/legislation/reference_rates.html

The EC Reference rate is used as the variable rate and has been set at 0.84% from 1st October 2016. This rate is then increased by a margin (to reflect the creditworthiness of the borrower and the level of collateral offered). A summary matrix outlining these margins is included below:

Rating Category	Collateralisation		
	High	Normal	Low
Strong (AAA-A)	0.6%	0.75%	1%
Good (BBB)	0.75%	1%	2.2%
Satisfactory (BB)	1%	2.2%	4%
Weak (B)	2.2%	4%	6.5%
Bad / Financial Difficulties (CCC and below)	4%	6.5%	10%

Full information in relation to the margin increases applied is available at:

http://ec.europa.eu/competition/state_aid/legislation/compilation/h_10_07_09_en.pdf

Assessment of interest rates will be carried out by the Solent LEP and its Accountable Body, Portsmouth City Council, as part of the due diligence process and decisions made are final.

5.3 Forward funding

Where the Solent LEP provides funding against planning obligations that project leads have agreed to make toward the provision of infrastructure needed to unlock projects, the funding agreement would be with the Local Planning Authority who would recoup the investment through the planning obligations process and re-pay the Solent LEP.

The state aid rules do not apply if financial support is from one public body to another public body to undertake activity that is for public benefit. Forward funding for infrastructure works to a Local Planning Authority through this Fund would not, in principle, be classed as State Aid if the aid is not to assist with an economic activity, it does not confer an advantage on a particular economic undertaking nor does it distort competition. The Accountable body (Portsmouth City Council) will need to satisfy itself in relation to S106 agreements. These tests will be considered when the Solent LEP is considering proposals.

In addition, an administration fee will be charged for projects financed through forward funding arrangements. This fee will be deducted from the advance payment made to the recipient. The one-off fixed fee will be 2.5% of the total forward funding amount.

5.4 Equity Investments

An investment could be made on the basis of equity share where the fund has first call on any proceeds up to the investment value including a commercial interest charge for the funds employed and then an agreed share of the profits thereafter.

The amount and type of funding ultimately offered to any project will reflect the Solent LEPs assessment of the minimum support needed for the project to proceed and the level of risk involved. The Solent LEP and Portsmouth City Council as Accountable Body for the fund may require security in the form of charges against assets or future asset values in order to satisfy the due diligence process.

The Solent LEP needs to satisfy Portsmouth City Council as Accountable Body for the Fund about the project and assistance meeting State Aid regulations. This will also be part of the due diligence process (see below). Portsmouth City Council, as the Solent LEP's Accountable body for the Local

Growth Fund, will enter into all funding agreements on behalf of the Solent LEP. The Solent LEP's liability will always be limited to the value of its agreed investment.

For specific details – including aid intensities, the incentive effect and eligible costs – applicants must refer to the relevant part of the Regulations. Further information is available at:

www.gov.uk/government/uploads/system/uploads/attachment_data/file/15279/The_English_Risk_Capital_Investment_State_Aid_Scheme.pdf

6 Prioritisation of Projects

All eligible full business cases will be assessed against the following prioritisation matrix and in terms of their consistency with HM Treasury Green Book advice for the development of business cases (see section 7).

Core Criteria	
Strategic Fit	The extent to which a site supports one or more of the strategic priorities in Solent LEP Strategic Economic Plan and/or raise productivity levels
Productivity	How the proposal will support an increase in productivity.
Deliverability	The ability to demonstrate that the project is deliverable including: the extent to which it has planning permissions and other legal consents in place; the adequacy of the funding package; the financial standing of the delivery partners, and the risks to timely delivery.
Start Dates	Applicants should identify whether the project is expected to come forward in the short-term.
Private Sector / Other Leverage	The ability to lever other funding, in particular, private sector funding and the scale of the Investment.
Jobs	The value (quality i.e. permanent vs. temporary jobs) and number of the jobs created.
Homes	Delivery of new housing provision (where applicable).
Skills	Delivery of skills outcomes (where applicable)
Additionality	The extent to which a site's benefits will be realised without the funding (deadweight); the impact of the funding on the speed of delivery of the economic benefits; and the extent to which the funding will shift economic activity from other areas (displacement).
Supplementary Criteria	
Wider Economic Impacts	The wider impact on the economy of the Solent LEP area (i.e. will it help unlock or bring forward other development sites or economic activity; will it help grow the priority sectors; and the knock-on impacts to other companies in a supply-chain).
Social Impact	The extent to which the project will have wider social or environmental benefits to the Solent (e.g. providing employment opportunities in deprived city areas, supporting people into work through apprenticeships and other access to employment routes).

7

Full Business Case Development

The Solent LEP will require a full business case² to be developed at risk by scheme proposers, before a firm commitment to funding can be considered. This section provides advice on the content of full business cases.

The purpose of the full business case is to:

- identify the 'market place opportunity' which offers optimum VFM;
- set out the negotiated commercial and contractual arrangements for the deal;
- demonstrate that it is 'unequivocally' affordable;
- put in place the detailed management arrangements for the successful delivery of the scheme.

Advice on the production of a Green Book compliant business case is available in [Green Book Supplementary Guidance on Delivering Public Value from Spending Proposals](#).

There is no prescribed format or template for business cases but they must include the following:

- Outline of the Scheme and its deliverables; and evidence that all relevant consents are in place (or are scheduled to be in place); and
- evidence that third party funding is in place; and
- a full financial appraisal to include financial forecasts, phasing of expenditure, cash-flow for delivery; and key assumptions and contingencies; and
- Other options considered and discounted setting out the rationale for doing so, and which has regard to the overall strategic fit, delivery of outcomes, deliverability, risk and cost; and
- a full project delivery plan; and
- a risk register; and
- contracting arrangements for construction (where relevant).

Schemes will only be approved that offer at least "high" value for money, defined locally as a providing a value for money of at least 4:1. This assessment should not only reference the HM Green Book Benefit:Cost Ratio (BCR), but also the wider economic and financial impact of the proposal. In exceptional circumstances a scheme that offers less than "high" value for money outcomes may be considered where its delivery will drive new productivity and/ or economic growth and/ or employment and/ or housing growth in the area of economic vulnerability (as defined against published UK averages) or in areas that have designated Assisted area status under the new EU Map for the period 2014-2020³.

Business cases should be developed in accordance with the guidance provided by HM Treasury:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277345/green_book_guidance_on_public_sector_business_cases_using_the_five_case_model_2013_update.pdf

² In exceptional circumstances the LEP Board may consider and approve funding requests without a full business case, for example, in the face of an economic shock or for a transformational opportunity.

³ The Solent has two areas that have been designated Assisted Area Status, in Portsmouth Harbour, and the Isle of Wight. The map is available from:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/310564/2014-2020_UK_Map_A1.jpg

Business cases will need to demonstrate how the proposal is state aid compliant. Additional guidance on this may be issued.

Please note all full business cases will be published on the Solent LEP [website](#) and will be subject to an eight week consultation period. If any information contained within a business case is confidential, commercially sensitive, or deemed inappropriate for publication online it is the responsibility of the scheme proposer to make this explicitly clear to the Solent LEP. Where this is the case, the scheme proposer must submit a full business case to the Solent LEP for assessment, and submit an additional separate 'publishable' full business case. However proposers should ensure that the publishable business case includes all of the key components of the other business case submitted for application consideration. The former will be assessed, whilst the latter will be published online.

Monitoring and evaluation are a core component of the LGD and funding beneficiaries will be required to provide progress updates through a monitoring spreadsheet on a quarterly basis and all funding claims will need to also be accompanied by a monitoring report.

Expenditure for which claims are made must have been defrayed (unless otherwise agreed with the LEP), recorded in the organisations accounts and, if requested by the Accountable Body, available for audit. Invoices evidencing expenditure will be required.

Project promoters will be expected to ensure that their monitoring and evaluation framework, which will be agreed by the Solent LEP, can support the wider monitoring and evaluation of the Solent LEP for the Solent Growth Deal. All funded projects will also be required to produce an evaluation plan, which will need to include an evaluation of the LGF intervention and a summary analysis of the outcomes that the project / programme has delivered. Further information will be made available as part of the funding agreement between the scheme lead delivery body and the accountable body for the Solent LEP.

Promoters should also expect to provide periodic submissions of an up to date risk log.

Business cases are developed at the risk and cost of the project promoter. Submission of a business case does not in any way secure funding from Solent LEP for a project.

For applications seeking loan, forward funding or equity investment, please contact the LEP (section 9) as additional information will be required.

8 Activity Timetable

This call for projects opened on **Monday 3rd October 2016**.

Two bidding opportunities are being opened in parallel: One opportunity closing on 31st October 2016 for projects that are *shovel ready*; and one closing on 30th November 2016 for projects that need onger to develop a full business case. Projects submitted in October will have an earlier opportunity to secure funding.

Full business cases should be submitted electronically to pipeline@solentlep.org.uk. Scheme proposers should be mindful of issues relating to email attachment file sizes, and it is the responsibility of the scheme proposer to ensure that an electronic version of the full business case is submitted to the LEP by the deadline.

The following provides the expected timetables regarding the two parallel calls.

Call Closes	1700 on Monday 31 st October 2016
Assessment Period and Due Diligence	01-11-2016 to 22-11-2016
Update to all applicants	Expected W/C 28 th November 2016
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Call Closes	1700 on Wednesday 30 th November 2016
Assessment Period and Due Diligence	1-12-2016 - 6-01-17
Update to all applicants	Expected W/C 9 th January 2017

9 Contact Information

Should you have any questions in relation to the content of this document please contact the Solent LEP team at:

Email: pipeline@solentlep.org.uk

Telephone: 02392 68 8924