



SOLENT
LOCAL
ENTERPRISE
PARTNERSHIP

Innovation Programme Fund (2017/18 - 2018/19) Guidance

July 2017



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Fund 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 Innovation Programme Fund, with up to £5m of capital funding available in the period 2017/18 - 2018/19 for capital proposals that seek to invest in new technologies, equipment, infrastructure, facilities and estates that are ready to commence delivery by 31st December 2018. Projects that commence sooner will be favoured.

Projects can be either:

1. Supply Chain Technology Development Projects, which must:

- Comprise a supply chain technology partnership of at least 2 entities and preferably 3 or more and be industry-led; **and**
- Show clear benefit technically and in improving productivity, and/or increasing exports. and/or directly creating or safeguarding jobs; **and**
- Have a clear path to commercial exploitation; **and**
- Have the objective to pull through new technology or process for use in a current or future product, service or manufacturing process.

2. Demand-led Innovation Space or Test facilities open to SMEs.

This builds on two past rounds of the Innovation Programme Fund, which resulted in the delivery of the following projects:

- Cancer Immunology Centre
- Future Technology Centre
- Fareham Innovation Centre Phase 2
- BAE Marine Autonomy Test Bed

The minimum bid threshold is £250,000 for projects that can commence delivery no later than end 31st December 2018, with any funding award needing to be defrayed by 1st March 2019 and ideally project delivery completed by 31st March 2020. The following forms of funding 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 costs as an absolute minimum.

If the Innovation Programme Fund does not match your requirements, you may be interested to know that other funding opportunities are available under the Solent Growth Fund offers grants of between £10,000 and £500,000. Further information is 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. For further information on general business support please contact the Solent Growth Hub at: info@solentgrowthhub.co.uk.

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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 Innovation and the Economy

Research and development leads to the creation of new products and services, more effective processes and better ways of doing business. These improvements are the essence of economic growth. The Solent 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 UK has some world leading sectors that have high productivity, competitive advantages at a global level, and growth potential. Sectors such as aerospace, automotive, the life sciences, the creative industries, digital, financial services and professional and business services have generated significant growth in recent years.

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 have genuine world-leading activity taking place, and which are 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.

However the Solent also 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.

Finally in a global economy, one of the most important determinants of the success of an industrial sector is the extent to which a vibrant, competitive supply chain of smaller companies exists to support the major players. Recognising the common interest across businesses, of having a successful supply chain in place, several sectors have taken deliberate steps to create the conditions for a vigorous ecology of suppliers to develop. The supplying firms are, in effect, a common resource, making it easier for larger firms to operate. As well as the existence of supply chains, some sectors have worked deliberately to improve the funding of suppliers and their capacity for innovation.

3 Innovation Programme Fund

The 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.

A £5m 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 the period 2017/18 to 2018/19.

Projects can be either:

1. Supply Chain Technology Development Projects, which must:

- Comprise a supply chain technology partnership of at least 2 entities and preferably 3 or more and be industry-led; **and**
- Show clear benefit technically and in improving productivity, and/or increasing exports. and/or directly creating or safeguarding jobs; **and**
- Have a clear path to commercial exploitation; **and**
- Have the objective to pull through new technology or process for use in current or future product, service or manufacturing process.

2. Demand-led Innovation Space or Test facilities open to SMEs.

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 the period to and spend 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 pre-application form.

Following receipt and review of a pre-application form, we are seeking applications for projects to be set out within a full application (which is described in 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 pre-application form to funding agreement.

HERE IS HOW THE PROCESS WORKS...

Submit a Pre-application Form to the Solent LEP

Invitation from Solent LEP to apply for Funding.

Prepare and submit an application in line with the information in this document.

Independent due diligence will be undertaken on your application



Solent LEP Board considers your application, the due diligence and consultation outcome.

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

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

SUCCESS!

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



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Eligibility Criteria and Supporting Information

Before submitting a full application, 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 and all partnership applications must include letters of support from the named partners confirming their commitment. All submissions 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 employment space, 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 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.

[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 2017/18 and/or 2018/19**. 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 centres, 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.

Priority will be given to projects that have all their local funding contribution in place and that can spend the LEP funding by the end of March 2019.

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...).

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 £5,000,000.

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

Proposals that support SME's and/or demonstrate the direct 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.

Direct jobs created or safeguarded must be direct and 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 need to continue to exist and be 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 employment space, 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 31st December 2018 there is an expectation that all relevant consents would be in place and that local funding contributions are confirmed and in place. Any funding award will need to be defrayed by 1st March 2019 and ideally project delivery will be completed by 31st March 2020.

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 Consultation

All applications that are short-listed for funding will be published on the LEP website for a period of twelve weeks. We will only publish a version of your application which you are content does not contain any confidential or commercially sensitive information.

4.12 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's 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);

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

- Understand pricing and marketing strategies for the project;
- Understand and consider the financial, commercial and market risks associated with the 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 10) 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 December 2021, 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 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 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/reference_rates.html

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

Your application 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	<p>The extent to which a project supports the growth (including export potential) of one or more the five areas critical to raising productivity levels in the Solent: transport, digital communications, skills, research and development (R&D) and housing.</p> <p>Proposals that support the development of “smart manufacturing”, new and emerging technologies and/or advancements in science and research will be favoured.</p>
Deliverability	<p>The ability to demonstrate that the project is deliverable including: the extent to which it has planning permissions (and has resolved any planning conditions) and other relevant consents in place; the adequacy of the funding package; the financial standing of the delivery partners, and the risks to timely delivery. We are prioritising projects with a start date before 31st December 2018 there is an expectation that all relevant consents would be in place and that local funding contributions are confirmed and in place. Any funding award will need to be defrayed by 1st March 2019 and ideally project delivery completed by 31st March 2020.</p>
Start Dates	<p>Applicants should identify when the project is expected to come forward.</p>
Private Sector / Other Leverage	<p>The ability to lever other funding, in particular, private sector funding and the scale of the Investment.</p>
Jobs	<p>The value (quality i.e. permanent vs. temporary jobs) and number of the direct jobs created or directly safeguarded (where applicable)</p>
Skills	<p>Delivery of skills outcomes such as education floorspace, apprenticeships, learners, etc (where applicable).</p>
Additionality	<p>The extent to which a project’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).</p>
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; spill-over impacts to other companies in a supply-chain; or induced benefits).
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).
Equalities	Projects will need to demonstrate compliance with the obligations under the Equality Act 2010 and in particular the impact of the proposals on groups with protected characteristics.

7

Full Application

The Solent LEP will require a full application to be developed at risk by project proposers, before a firm commitment to funding can be considered. This section provides advice on the content of a full application, which will need to conform to the requirements for a Full Business Case.

The purpose of the full business case is to:

- Set out the case for change (i.e. why is the project needed);
- Set out clearly what the project is and how it will solve a problem;
- 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.

Equalities Act 2010

In developing business cases, applicants must be very mindful of the obligations under the Equality Act 2010 and in particular the impact of the proposals on groups with protected characteristics. Consideration of the requirements of the Act should be demonstrated within the business case. Further information on Equalities Impact Assessment can be found here:

[https://www.portsmouth.gov.uk/ext/the-council/equalities/equality-impact-assessments-\(eia\).aspx](https://www.portsmouth.gov.uk/ext/the-council/equalities/equality-impact-assessments-(eia).aspx).

Guidance

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 template for business cases but they must be prepared in line with the guidance above and include the following:

- Outline of the Scheme and its deliverables, where different from those stated in the Outline Business Case;
- evidence that all relevant consents are in place (or are scheduled to be in place); and
- evidence that third party funding is in place;
- a full financial appraisal to include financial forecasts, phasing of expenditure, cash-flow for delivery; and key assumptions and contingencies;
- 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;
- a full project delivery plan;
- 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 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 2014-2020².

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

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 a twelve 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. 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 available for audit.

Promoters will be expected to ensure that their monitoring and evaluation framework can support the wider monitoring and evaluation of the Solent LEP for the Solent Growth Deal. It is expected that 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 will be expected to submit a monitoring and evaluation framework with their business case submission, which will be agreed by the Solent LEP. Promoters will be

² 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

responsible for undertaking monitoring and evaluation and reporting results back to the Solent LEP in accordance with the agreed monitoring framework.

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

For applications seeking loan, forward funding or equity investment, please contact the LEP (section 10) as additional information will be required.

8 How to Apply

All applicants should complete and submit a pre-application form at any point before 29th September 2017. This will help the LEP identify an appropriate potential funding route. If the Innovation Programme Fund is identified as suitable for your project, you will be invited to submit a full application, in accordance with the guidance set out in section seven of this guidance document. The deadline for the submission of full application form is **17:00 on 31st October 2017**.

Pre-application forms may be submitted to: pipeline@solentlep.org.uk.

9 Activity Timetable

This call for projects opened on **Tuesday 18th July, 2017**.

Submit your pre-application form any time before **29th September 2017**.

Following feedback on your pre-application form, the deadline for full applications will be on **17:00 on 31st October 2017**.

Applications 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.

Submit pre-application forms	Any time before 1700 on 29 th September 2017
Consideration of Pre-Application Forms	These will be reviewed within ten working days of receipt and feedback provided.
Deadline for submission of full application (<i>for projects invited to bid following submission of a pre-application form</i>).	17:00 on 31 st October 2017.
Assessment period and due diligence	01-11-2017 to 24-11-2017
Update to all applicants	Expected W/C 11 th December 2017

10 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

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