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| **North East Combined Authority** | |
| **Proposal Business Case - Small Scale** | |
| **Proposal Name** |  |

# Proposal Information

* 1. **Applicant Information**

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| --- | --- |
| **Applicant Organisation** |  |
| **Registered Address** |  |
| **Type of Organisation** | Choose an item. |
|  |
| **VAT No.** |  |
| **Company Registration No.** |  |
| **Charity Registration No.** |  |
| **Company Size if Private** | Choose an item. |
| **Contact Person at Lead Organisation** |  |
| **Position within the Organisation** |  |
| **Telephone No.** |  |
| **Email Address** |  |
| **Proposal Location** |  |
| **Proposal Post Code** |  |
| **Start Date for the Proposal** |  |
| **Financial Completion Date** *(date by which all expenditure has been defrayed)* |  |
| **Proposal Completion Date** *(date by which all outcomes will be achieved)* |  |
| **Proposal Summary Description** *(please give a clear and concise summary in a few sentences)* | | |
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## **Proposal Overview**

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| **Proposal Name** |  |
| **Proposal Description**  *Your answer here will help us understand the nature of the proposal and expand upon the summary information that forms the Case Paper. Please provide a detailed description of what the proposal will do, how it will be delivered, and how it addresses the requirements of the commissioning process or aligns to North East CA’s strategic objectives.* | |
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1. **Proposal Executive Summary**
   1. **Funding Summary**

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| --- | --- |
| **FUNDING SOURCE** | **FINANCIAL VALUE £** |
| **North East Combined Authority Investment Funding request:** |  |
|  |  |
| **Match Funding:** | |
| Public Funding (specify source/s) |  |
| Private Funding (specify source/s) |  |
| Other (specify source/s) |  |
| **TOTAL MATCH FUNDING:** |  |
| **TOTAL PROPOSAL COST:** |  |
| **Intervention Rate** (North East CA £ ÷ Total Proposal £ = IR %) |  |

## **Impact of North East CA Funding (Additionality)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please select which of the following statements applies to this proposal** | | | |
| a) | Without North East CA funding the proposal would not proceed. |  |
| b) | Without North East CA funding the proposal would proceed but at a reduced scale and impact and/or with potential delayed timescales. |  |
| **Short Explanation:** | | | |
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## **Net Zero Objective**

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| **Please provide a brief summary of how your proposal will contribute to Net Zero objectives, consistent with North East CA’s vision for “A Greener North East”** [Home of the green energy revolution](https://www.northeast-ca.gov.uk/home-of-the-green-energy-revolution#:~:text=We%E2%80%99ll%20provide%20a%20compelling%20net%20zero%20vision%20that,restores%20our%20unique%20North%20East%20nature%20and%20landscapes.) |
|  |

# The Strategic, Economic & Commercial Case

**3.1 Value for Money**

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| **Please explain how your proposal represents value for money**, *e.g., what benefits and future impact will be delivered as a result of the project.* |
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**3.2 Social Value**

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| **Please outline how your proposal will fit with the policy both during delivery and in the longer term.** | |
| Supporting local employment; |  |
| Enabling skills, training, and employment opportunities |  |
| Embedding fair employment practices |  |
| Supporting small, local, and third-sector supply chains |  |
| Encouraging equality and diversity |  |
| Promoting ethical sourcing practices |  |
| Reducing carbon emissions |  |
| Contribution to reducing child poverty |  |
| Improving environmental sustainability |  |
| *Please give a brief description on each of the above that you have ticked.* | |

**3.3 Procurement**

|  |  |
| --- | --- |
| **Set out your procurement plan covering all works, service contracts, and equipment, including proposed procurement methods, scoring and selection criteria.** *If you anticipate any procurement over of the value of £25,000, please detail this below.* | |
|  | |
| **If any procurement processes for costs associated with this proposal have already started, can you confirm the following:** | |
| Procurement regulations were followed as set out above |  |
| The costs associated with this procurement(s) will only be incurred if the proposal as a whole is approved. |  |

# The Financial & Management Case

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| **Please confirm the following** | | |
| a) | The Finance Tables (Form NE-F-005) has been completed and submitted as part of the application |  |
| b) | The Granular Breakdown within (Form-NE-F-005) has been completed with a good level of detail under each cost heading. |  |

**4.1 Cost Calculations**

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| **On what basis/assumptions have the cost estimates been made including inflation/cost of living rise? Where applicable, compare costs with other similar current proposal costs.** *Please provide evidence of costing assumptions where available, e.g. quotations or previous budget costs.* |
|  |

**4.2 VAT**

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| --- | --- |
| **Does the proposal include non-recoverable VAT?**  *If yes, please provide a VAT declaration from your head of finance (or equivalent) setting out the reasons VAT cannot be recovered from HMRC.* | Choose an item. |
|  | |

**4.3 Governance & Management Structure**

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| **Set out below the governance and management structures in place to deliver the proposal.** *Please include a proposal specific organisation diagram showing the proposal structure (including delivery partners where applicable).*  **Where applicable, clearly set out the governance and management structures that will be put in place to manage any sub projects / programmes that will come forward.** |
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|  |  |
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| **Milestone** | **Forecast Date DD/MM/YY** |
| Proposal Start Date |  |
| Financial Completion Date |  |
| *Please add any other key delivery milestones* |  |
|  |  |

**4.4 Risk**

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| --- | --- | --- | --- | --- |
| Use the Table below to identify key risk and outline the proposed mitigating actions. | | | | |
| **Risk Description** | **Impact and Likelihood** | | **Response** | |
| **Consequence** | **Probability** | **Actions to avoid or reduce risk** | **Comments** |
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| **North East CA funding will be paid quarterly in arrears based on eligible expenditure and at the agreed intervention rate outlined in Section 2.1.** Please confirm the following: | | |
| a) | Your organisation has the financial capacity to deliver the proposal on these terms. |  |
| b) | Latest Audited Financial Statement *or equivalent* has been provided *(see end of this document).* |  |
| c) | Statement of Financial Standing has been completed *(see end of this document).* |  |

## **4.5 UK Subsidy Control**

In awarding grant funding, North East CA is required as a public authority to comply with the UK’s subsidy control rules. The Subsidy Control Act 2022, which came into effect on 4th January 2023, can be found here:

<https://www.legislation.gov.uk/ukpga/2022/23/enacted>

and the statutory guidance to accompany the Act can be accessed via this link: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1117122/uk-subsidy-control-statutory-guidance.pdf>

The statutory guidance recognises that:

*“in many cases, public authorities will need to work together with beneficiaries to establish details about the beneficiaries’ plans, incentives, and previous subsidies received in order to fulfil the subsidy control requirements”.*

In line with the above statutory guidance, and having considered the value of any potential grant awards in this specific matter, the North East CA intend to award this funding as a subsidy under **Minimal Financial Assistance** unless the applicant states otherwise. For the sake of clarity, **Minimum Financial Assistance** **(“MFA”)** is defined as follows:

The 'Minimal Financial Assistance‘ (MFA) provision allows an enterprise to receive up to and including **£315,000** of subsidy over a time period covering:

- the elapsed part of the current financial year, and

- the two previous financial years.

Please see sections 36 and 37 of the Subsidy Control Act 2022 for further details. Please note cumulation rules apply to MFA, as such the following should all be taken into account during the current and previous two financial years when assessing your eligibility:

* MFA;
* SPEI assistance;
* aid given under the EU State aid de minimis regulations either before the end of the implementation period of 31 December 2020 or after this date, if by virtue of the Northern Ireland Protocol; and
* subsidies given as small amounts of financial assistance (SAFA) under Articles 364(4) or 365(3) of the UK-EU Trade and Cooperation Agreement

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| **If you believe there to be no subsidy in this proposal, or you have reached the maximum subsidy threshold of £315,000, and wish to opt out of MFA, please tick this box and provide further details below as to your reasoning and/or chosen alternative subsidy pathway.** |  |
|  | |

**Latest Audited Financial Statement**

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| **Your organisation’s latest audited financial statement, *or equivalent documentation* has been provided in support of the application** | Choose an item. |
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**Financial Standing Statement**

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| --- | --- |
| **STATEMENT OF GOOD STANDING** | |
| **The applicant and any other partner organisation are required to complete the following statement of Good Standing, signed by a Financial Director, Partner or equivalent.**  Where the applicant or partner organisation is unable to provide such confirmation, they may supply a qualified confirmation together with an explanation of any mitigating circumstances. Business Cases submitted along with any such qualification confirmations may be accepted or rejected at the discretion of the North East CA.  We confirm that:   * We have full power and authority to enter into an Agreement with the North East CA and (require confirmation as to who the organisation will be entering into an agreement with if successful) * Neither the organisation nor its directors are in, or in expectation of, a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state or subject to relevant proceedings or, (if the respondent organisation is a registered Provider of Social Housing), placed in supervision by the Regulator; and * Neither the organisation nor its directors have been convicted of a criminal offence relating to business or professional conduct, or are being investigated for, or subject to proceedings that are underway regarding the same, nor have the above committed an act grave misconduct in the course of business; and * We have fulfilled our obligations relating to the payment of social security contributions and taxes; and * In the last three (3) years, in aggregate, we have not paid, or been required to pay, liquidated damages or general damages under contract or tort, exceeding an amount equal to 5% of the turnover shown in our most recent audited consolidated accounts; and * Our accounts have not been qualified by auditors in the last three (3) years or, if they have, details are attached, and that there have been no material post balance sheet events. This statement applies to the accounts for the years (please confirm the dates of the accounts to which this statement applies). | |
| **Signed** |  |
| **Date** |  |
| **Name** |  |
| **Position** |  |

**Sign Off**

|  |  |
| --- | --- |
| **Please ensure the appropriate signatures are completed on the Business Case.**  **To be signed by the applicant prior to submission for appraisal.** | |
| Declaration I declare that to the best of my knowledge and belief, the information given within the Business Case and in the supporting material is correct.  I understand that acceptance of this Business Case does not in any way signify that the North East CA has agreed to invest in the project.  I understand that should the project be approved a copy of the final, signed Business Case will be returned.  I understand the requirements of the Freedom of Information Act 2000.  I understand the implications of the subsidy control rules and the potential implications to our organisation if any breach of those regulations occurs.  I am duly representative of the applicant organisation to sign off this business case and accept the offer letter. | |
| **Signed** |  |
| **Name** |  |
| **Position / Title** |  |
| **Company / Organisation** |  |
| **Date** |  |