

Levelling Up Fund – Round 2 Application Guidance

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Introduction

Prior to completing the online application form, applicants should read the LUF Round 2 Prospectus, Technical Note and this Application Form Guidance.

This guidance note supports applicants from across the UK to complete their application. Recognising the different local government landscape in Northern Ireland, there are some aspects of the application that will be specific to Northern Ireland bids. Where this is the case, it will be made clear in the question being asked.

Please note that this document is a guide, rather than an exhaustive list of requirements.

Word counts are included for several questions throughout the application, these are provided as a guide only. The level of detail you provide in the online application form should be proportionate to the amount of funding that you are requesting. For example, bids for more than £10m should provide proportionally more information than bids for less than £10m.

Whilst there are some annexes that we ask applicants to complete (via the pro forma documents supplied) and some additional documents we request as evidence, applicants must point to specific additional text that they have submitted if they wish it to be considered in the assessment. Any answer referencing any information contained in annexes must be relevant to a specific question in the application form and referenced within the answer.

The application portal opened on 15 July 2022 and will close at 12:00 noon, on 2 August 2022. Please ensure that the online application is complete and all supporting documents are uploaded by this deadline.

Part 1 - Gateway

Applicants will be asked a series of questions to ensure that they have met all the eligibility requirements for the bid type. This information sits outside the scoring framework but will affect how the bid is processed. The application will not be able to proceed until all the relevant eligibility checks have been met.

Allowance checks in England, Scotland and Wales only.	
Please confirm which bid allowance you are using: - Constituency allowance - Transport allowance	This is to determine which bid allowance the local authority is using. For further details on Transport or Constituency bid allowances please see the Technical Note .
For bids using the transport allowance, is your bid at least 90% investment in the transport theme with the remaining	It is a requirement that bids using the transport allowance are at least 90% investment in transport.

investment related to the transport element of the bid? Y/N	If No, bid is not eligible.
Bids from a single applicant, excluding large transport and large culture bids	
Please confirm that the bid does not exceed £20 million. Y/N	Single bids cannot exceed £20 million unless they meet the criteria for a large transport or large culture bid. If No, and the bid does not meet the criteria for a large transport or large culture bid then it is not eligible.
Package Bids	
Do you have more than three component projects? Y/N	It is a requirement that package bids have no more than three component projects. If Yes, the bid is not eligible.
Joint Bids	
For a joint bid in England, Scotland, and/or Wales , please confirm the names of the other local authorities you are working jointly with and confirm which bid allowance they are using to support this bid.	The reason we ask for the names of the other participating local authorities is to ensure that the letters of support match with the name(s) provided. The reason we ask which bid allowances are being used is to ensure that all participating local authorities have sufficient allowance to apply.
For a joint bid in Northern Ireland , please confirm the registered names of the other organisations you are working jointly with. Please confirm if any of your partners are from the non-public sector.	It is a requirement that you provide the names of all the applicant organisations that you are jointly working with. Please ensure that the legally registered names are provided. Please note that all non-public sector lead applicants and partners on joint bids are required to meet the Northern Ireland Gateway criteria for non-public sector bids.
All joint bids. Do you have the support of the other organisations you are working with and have a signed pro forma to this effect from each organisation? Y/N	Joint bids must have the support of all participating organisations. We will check that evidence of support has been provided from all parties.
For bids in England, Scotland, and/or Wales , please complete pro forma 2 .	For bids in England, Scotland, and/or Wales , please complete pro forma 2 .

<p>For bids in Northern Ireland, please complete pro forma 3.</p>	<p>For bids in Northern Ireland, please complete pro forma 3.</p> <p>If No, bid is not eligible.</p>
<p>Joint bids with only one component project. Please confirm that your bid does not exceed the maximum threshold allowable for joint bids with only one component project.</p> <p>I am submitting:</p> <ul style="list-style-type: none"> - a joint bid that contains only one component project with one other applicant organisation and can confirm that the bid overall does not exceed £40 million grant value. Y/N - a joint bid that contains only one component project with two or more other applicant organisations and can confirm that the single component project within the bid (and therefore the bid overall) does not exceed £50 million grant value. Y/N 	<p>It is a requirement that joint bids do not exceed the maximum allowable threshold for the bid type. This question is for joint bids that have a single component project.</p> <p>Each applicant can request a maximum of £20 million of funding in a joint bid.</p> <p>A joint bid from two applicants can request a maximum of £40 million.</p> <p>A joint bid from three or more applicants can request up to £50 million.</p> <p>No more than £50 million of investment may be requested for any one individual component project within a joint bid.</p> <p>If No, bid is not eligible.</p>
<p>Joint bids with multiple component projects. Please confirm that your bid does not exceed the maximum threshold allowable for joint bids that contain multiple component projects.</p> <p>I am submitting:</p> <ul style="list-style-type: none"> - a joint bid that contains multiple component projects with one other applicant organisation and can confirm that the bid overall does not exceed £40 million grant value. Y/N - a joint bid that contains multiple component projects (maximum of three) with two or more other applicant organisations and can confirm that no single component project within the bid exceeds £50 million grant value. Y/N 	<p>It is a requirement that joint bids do not exceed the maximum allowable threshold for the bid type. This question is for joint bids that have multiple component projects.</p> <p>Each applicant can request a maximum of £20 million of funding in a joint bid.</p> <p>A joint bid from two applicants could request a maximum of £40 million.</p> <p>A joint bid with multiple component projects from three or more applicants can request up to £60 million.</p> <p>No more than £50 million of investment may be requested for any one individual component project within a joint bid.</p>

<p>- a joint bid that contains multiple component projects (maximum of three) with two or more other applicant organisations and can confirm that the total for the overall bid does not exceed £60 million grant value. Y/N</p>	<p>If No, bid is not eligible.</p>
<p>Large transport bids (from a single applicant) >£20 million</p>	
<p>Please confirm that the bid does not exceed £50 million. Y/N</p>	<p>It is a requirement that large transport bids do not exceed £50 million. If No, the bid is not eligible.</p>
<p>Please confirm that at least 90% of the investment is in the transport theme. The remaining investment must be related to the transport element of the bid? Y/N</p>	<p>It is a requirement that large transport bids are at least 90% investment in transport. If No, the bid is not eligible.</p>
<p>Large cultural bids (from a single applicant) >£20 million</p>	
<p>Please confirm that the bid does not exceed £50 million. Y/N</p>	<p>It is a requirement that large culture bids do not exceed £50 million. If No, the bid is not eligible.</p>
<p>Please confirm that at least 90% of the investment is in the cultural theme with the remaining investment related to the cultural element of the bid. Y/N</p>	<p>It is a requirement that large culture bids are at least 90% investment in culture. If No, the bid is not eligible.</p>
<p>Transport bids from the Northern Ireland Executive (NIE)</p>	
<p>For transport bids in Northern Ireland from the Northern Ireland Executive (NIE), do you have the support of the relevant local council(s)? Y/N Please complete pro forma 4.</p>	<p>All transport bids from the Northern Ireland Executive (NIE), must have the support of the relevant local council(s). We will be checking that evidence of support has been provided. Please complete pro forma 4. If No, the bid is not eligible.</p>
<p>Any bid with a transport element</p>	

<p>For bids in Northern Ireland with a transport element, which are not from the Northern Ireland Executive (NIE), do you have the support of both the NIE and the relevant local council(s)?</p> <p>Y/N</p> <p>Please complete pro forma 4.</p>	<p>All bids with a transport element in Northern Ireland, which are not from the Northern Ireland Executive must have the support of the relevant local councils (if the applicant is not the relevant local council) and the Northern Ireland Executive. We will be checking that evidence of support has been provided.</p> <p>Please complete pro forma 4.</p> <p>If No, the bid is not eligible.</p>
<p>For bids in England, Scotland, and/or Wales, where you (the applicant) do not have statutory responsibility to deliver all of the transport elements of your bid, please confirm that you have the support of all the authorities with the relevant statutory responsibility before proceeding.</p> <p>Y/N</p> <p>Please note that this also a requirement for all bids using a transport allowance.</p> <p>Please complete pro forma.</p>	<p>It is a requirement that large transport bids have the support of the relevant statutory authorities for transport. Please note that this also a requirement for all bids using a transport allowance.</p> <p>We will check that evidence of support has been provided. Please complete pro forma 1.</p> <p>If No, the bid is not eligible.</p>
<p>1.1 Gateway Criteria for all bids. Please tick the box to confirm that some LUF grant funding will be defrayed in the 2022/23 financial year.</p> <p>Eligible expenditure in 2022-23 could include capital development costs.</p>	<p>Please ensure that you have completed in full the relevant Costings and Planning workbook.</p> <p>Single bids should complete the Costings and Planning Workbook (Single Bids).</p> <p>Package bids should complete the Costings and Planning Workbook (Package Bids).</p> <p>The funding profile tab should clearly show some LUF grant defrayed within the required timeframe.</p> <p>It should be evident that LUF grant is being used towards project costs that have been paid in the 2022/23 financial year.</p>

	<p>Please note that project costs in 2022-23 could include capital development costs.</p> <p>If this Gateway Criteria is not met then the bid will not proceed to assessment.</p>
<p>1.2 Gateway Criteria for single and joint bids where the lead applicant and any partner organisations are higher education / university, private and/or third sector organisations in Northern Ireland bids only.</p> <p>Please confirm that you have attached audited financial statements covering the last three financial years (or audited annual accounts for registered charities).</p> <p>For the applicant (if applicable) Y/N</p> <p>For partner organisation(s) (if applicable) Y/N</p>	<p>This Gateway Criteria applies to single and joint bids where the lead applicant is a higher education / university, private and/or third sector organisations and for joint bids where both the lead applicant and any partner organisation(s) are a higher education / university, private and/or third sector organisation.</p> <p>Audited financial statements covering the last three financial years (or audited annual accounts for registered charities) must be provided for all non-public sector applicants and non-public sector partner organisations in joint bids (where the lead is also a non-public sector organisation).</p> <p>If the audited financial statements / annual accounts are not provided the bid will fail this Gateway Criteria and will not proceed to assessment.</p>
<p>1.2.1 Gateway Criteria for single and joint bids where the applicant and partner organisations are higher education / university, private and third sector organisations in Northern Ireland bids only.</p> <p>Please provide evidence demonstrating that your organisation (as the applicant) and your partner organisations (for joint bids) has experience of delivering two capital projects of similar size and scale in the last five years.</p> <p>For the applicant (if applicable)</p> <p>For the partner organisation(s) (if applicable)</p>	<p>This Gateway Criteria applies to single and joint bids where the applicant is a higher education / university, private or third sector organisation and for joint bids where both the applicant and the partner organisation is a higher education / university, private or third sector organisation.</p> <p>For joint bids all non-public sector lead applicants and non-public sector partner organisations (where the lead is also non-public sector organisation) must provide details to demonstrate that they have successfully delivered two capital projects of a similar size and scale in the last five years.</p> <p>Supporting evidence could include case studies or promotional materials. All</p>

<p>Partner organisation evidence should be copied from pro forma 3.</p>	<p>non-public sector applicants / partner organisations should demonstrate their experience in procurement, risk management and timely deliverability.</p> <p>If this gateway criteria is not met the bid will not proceed to assessment.</p>
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Applicant Details

<p>Legal name of lead applicant organisation:</p> <p>Bid Manager <i>Officer with day-today responsibility for delivering the proposed scheme and nominated contact for the bid.</i></p> <p>Name: Position: Contact telephone number: Email address: Postal address:</p> <p>Senior Responsible Officer contact details: Name: Position: Contact telephone number: Email address:</p> <p>Chief Finance Officer contact details: Name: Contact telephone number: Email address:</p> <p>Local Authority leader contact details: Name: Position: Contact telephone number: Email address:</p>	<p>Please confirm the legal name of the lead applicant and complete contact details as requested.</p> <p>A postal address is only required for the bid manager.</p>
<p>Please provide the name of any consultancy companies involved in the preparation of the bid:</p>	<p>Please provide the name of any consultancy companies involved in the preparation of the bid.</p>

Where is your bid being delivered? England, Scotland, Wales or Northern Ireland.	Please confirm where the bid is being delivered by ticking the box.
For Northern Ireland only , please confirm lead applicant type; Northern Ireland Executive Third Sector Public Sector Body Private Sector Local Council Higher Education/University Other (please state)	Please confirm your organisation type. Other must be specified.
For Northern Ireland only. If third sector, private sector, higher education/university or other please provide charity and/or company registration number. Charity number: Company number:	If third sector, private sector, higher education/university or other please provide charity and/or company registration number. We will check your accounts/financial statements against this number to confirm that we have the correct paperwork.
For all bids. If VAT is applicable to your organisation please provide VAT number:	Please provide VAT number if applicable.

Part 2 - Subsidy control and State aid analysis

If the Levelling Up Fund is used to provide a subsidy, expenditure must be compliant with the UK's obligations on subsidy control. All bids that have the potential to be a subsidy must consider how they will deliver in line with subsidy control principles (or State aid for aid in scope for **Northern Ireland only**) as per [UK Government guidance](#).

All applicants must establish if the direct award of LUF funds could constitute a subsidy. It is vital that all applicants complete this section of the application form. **Where applicants do not adequately demonstrate that the LUF award is compliant under the UK Subsidy Control Regime or State aid rules then the project could be considered ineligible and the application may be rejected.**

2.1. All applicants must establish if the direct of award of LUF funds from UK Government to you (as the applicant) could constitute a subsidy.

Applicants must consider whether any of the planned activities meet each of the four key characteristics which indicate if it would be considered a subsidy.

If any of the four responses is a ‘No’ then the award is not considered to be a subsidy.

<p>2.1.1 Is the support provided by a ‘public authority’ and does the support constitute a financial (or in kind) contribution such as a grant, loan or guarantee?</p>	<p>Y/N response required.</p>
<p>2.1.2 Does the support measure confer an economic advantage on one or more economic actors?</p>	<p>Y/N and typed response required.</p>
<p>2.1.3 Is the support measure specific insofar as it benefits, as a matter of law or fact, certain economic actors over others in relation to the production of certain goods or services?</p>	<p>Y/N and typed response required. Please confirm if the award will confer a benefit or not and provide details setting out why this is the case.</p>
<p>2.1.4 Does the support measure have the potential to cause a distortion in or harm to competition, trade or investment?</p>	<p>Please confirm if the award has the potential to cause harm to or distortion of competition, trade and investment providing details setting out why this is the case.</p>
<p>2.1.5 Did you respond ‘Yes’ to all the above? If so, the planned activities meet all four key characteristics which indicates it would be considered a subsidy.</p>	<p>For public sector applicants, if the response to this question is: - YES please go to question 2.2. - NO please go to question 2.4 For non-public sector applicants, please go to question 2.3</p>
<p>2.2 Please demonstrate how the direct award of LUF monies from UK Government to you (as the applicant) has been considered under each of the subsidy principles.</p> <p>This will involve consideration of the how the subsidy can be provided in accordance with the following Subsidy Control principles listed in the Subsidy Control Bill.</p> <p>If the proposed LUF activities do represent a subsidy and all principles have been met, the LUF application will be considered compliant.</p> <p>Please separate your response where there are multiple awards of subsidy.</p>	
<p>2.2.1 Subsidies should pursue a specific public policy objective to remedy an identified market failure or to address an equity rationale such as social difficulties or distributional concerns (“the objective”)</p>	<p>Applicants need to provide details as to how the subsidy can be provided in accordance with the Subsidy Control principles listed at Article 366 of the EU-UK Trade and Cooperation Agreement.</p>

<p>Please demonstrate how your bid meets this principle.</p>	<p>Please separate your response where there are multiple awards of subsidy.</p>
<p>2.2.2 Subsidies should be proportionate and limited to what is necessary to achieve the objective</p> <p>Please demonstrate how your bid meets this principle.</p>	<p>Applicants should provide details as to whether the subsidy to be provided is proportionate and limited to the activity and objectives it is seeking to achieve.</p>
<p>2.2.3 Subsidies should be designed to bring about a change of economic behaviour of the beneficiary that is conducive to achieving the objective and that would not be achieved in the absence of subsidies being provided.</p> <p>Please demonstrate how your bid meets this principle.</p>	<p>Applicants should identify all the beneficiaries of the subsidy who are economic actors.</p> <p>Please provide details as to how providing the subsidy to the beneficiaries will result in a change to each of the beneficiary's current economic behaviour.</p>
<p>2.2.4 Subsidies should not normally compensate for the costs the beneficiary would have funded in the absence of any subsidy.</p> <p>Please demonstrate how your bid meets this principle.</p>	<p>Please confirm how you consider any subsidy to be additional to what the beneficiary would otherwise undertake e.g. subsidy is for activity that is not already happening or is outside of usual business activities.</p>
<p>2.2.5 Subsidies should be an appropriate policy instrument to achieve a public policy objective and that objective cannot be achieved through other less distortive means.</p> <p>Please demonstrate how your bid meets this principle.</p>	<p>Please demonstrate how the subsidy will be an appropriate policy instrument to achieve a public policy objective and that objective cannot be achieved through other less distortive means.</p>
<p>2.2.6 Subsidies should be designed to achieve their specific policy objective while minimising any negative effects on competition or investment within the United Kingdom.</p> <p>Please demonstrate how your bid meets this principle.</p>	<p>Applicants should set out how the subsidies will meet the policy objective while minimising negative effects on competition or investment within the United Kingdom.</p>
<p>2.2.7 Subsidies' positive contributions to achieving the objective should outweigh any negative effects, in particular the negative effects on trade or investment between the Parties.</p> <p>Please demonstrate how your bid meets this principle.</p>	<p>Applicants should set out the subsidies positive contributions to achieving the objective should outweigh any negative effects, in particular the negative effects on trade or investment between the Parties.</p>

<p>2.3 All non-public sector applicants delivering in Northern Ireland. If the award of funds is or isn't considered to be a subsidy please set out in detail how you will deliver the funds compliantly under the subsidy regime.</p> <p>If you are proposing to allocate some of the grant funds to third parties, such as project partners working with you to deliver the project, (e.g. sub-granting) please identify how you will ensure disbursement of the grant is done so in accordance with the UK subsidy control regime.</p> <p>The department will need to assess how funds will be awarded and how risk is managed.</p>	<p>Whether the award of funding is determined to be a subsidy or not, all non-public sector applicants delivering in Northern Ireland will need to provide details to demonstrate how funding will be delivered compliantly under the subsidy control regime. This should also set out how funds will be awarded and risks managed.</p> <p>If some of the grant is to be allocated to a third party (e.g. a project partner) please also set out what form this will take (e.g. sub-grant) how funds will be disbursed in accordance with the UK subsidy control regime.</p> <p>Applicants are encouraged to seek specialist subsidy control advice prior to submission.</p>
<p>2.4 Public authorities only. Please confirm if you will be disbursing the funds as a potential subsidy to third parties.</p>	<p>If YES go to question 2.5</p> <p>If NO end.</p>
<p>2.5 Public authorities only. Confirm that you have completed pro forma 5: statement of compliance signed by your Chief Finance Officer.</p> <p>Y/N</p>	<p>Where applicants from public authorities have confirmed that LUF will be disbursed as a potential subsidy to a third party (e.g. delivery partner) they are expected to provide a statement of compliance from their Chief Financial Officer in completing pro forma 5.</p> <p>This is a requirement and if it is not met the application will not proceed to assessment.</p>
<p>2.6. Public and private sector applicants for delivery in Northern Ireland only. Is the direct award of funds from UK Government to you (as the applicant) considered to be as State aid under the four EU State aid rule tests?</p>	
<p>2.6.1 Is the support granted by the state or through state resources?</p>	<p>Y/N response required.</p>
<p>2.6.2 Does the support confer a selective advantage to an undertaking?</p>	<p>Please confirm if the award will confer a selective advantage and provide details setting out why this is or isn't the case.</p>
<p>2.6.3 Does the support distort or have the potential to distort competition?</p>	<p>Please confirm if the award will distort or have the potential to distort</p>

	competition and provide details setting out why this is or isn't the case.				
2.6.4 Does the support affect trade between EU member states?	Please confirm if the award will affect trade between EU member states and provide details setting out why this is or isn't the case.				
2.6.5 Do the planned activities meet all four key State aid tests? If all four tests are met then the award constitutes State aid and must comply with the State aid law.	If YES go to question 2.7 If NO end.				
2.7 For private sector applicants , what is the size of the enterprise applying for funding? Refer to the official SME definition .	Applicants should refer to the SME definitions document prior to confirming the response to this question. The options for sizes of enterprises are: <ul style="list-style-type: none"> • Micro • Small • Medium • Large Definition will depend on a number of factors including staff numbers, annual turnover and type of enterprise.				
2.8 Please list all the organisations (if known) which may benefit from the funding of the project and any economic benefit they may receive as a result of the funding.	Please list all the organisations who may benefit from the funding and set out what economic benefit they are set to receive. A beneficiary is an entity who derives advantage from something, in this instance LUF funding.				
2.9 Applicants must consider whether the award meets all the tests for each beneficiary. If beneficiaries are considered to be in receipt of State aid then you must consider how this is compliant under the State aid rules. Applicants may wish to refer to the European Commission's " Notion of State aid " guidance.					
Beneficiary name	Is the support granted by the state or through state resources?	Does the support confer a selective advantage to an undertaking?	Does the support distort or have the potential to distort competition?	Does the support affect trade between member states?	Is the award considered State aid?
					Y/N

					Y/N
					Y/N
					Y/N
2.10 As the bidding applicant are you subject to an outstanding recovery order in respect of State Aid? If 'Yes', provide brief details.	<p>Y/N response required.</p> <p>If YES applicants need to provide brief details of the outstanding recovery order.</p> <p>If NO go to next question.</p>				
2.11 Describe the system in place for collecting and recording the required information for State aid audits and returns.	<p>Set out the specific requirements and terms you intend to use. Approvals maybe on the basis of a GBER. Applicants should set out here what systems they intend to put in place to ensure all the relevant data and evidence is retained that will demonstrate the requirements and terms have been met.</p>				
<p>2.12 All non-public sector applicants delivering in Northern Ireland.</p> <p>Confirm that you have uploaded a detailed statement that sets out your approach that is aligned to your response in this section and demonstrates that the award of funds will be State aid compliant.</p>	<p>All non-public sector applicants delivering in Northern Ireland should submit a detailed statement demonstrating how they will deliver the LUF activities compliantly under State aid rules.</p> <p>Where applicants are using State aid they must set out the basis in which aid will be provided. Where applicants are looking to apply on the basis of a specific GBER they must demonstrate how the project meets each of the conditions.</p> <p>Applicants are encouraged to seek specialist State aid advice prior to submission.</p> <p>.</p> <p>All local authorities in the UK are obliged under public law to award public monies in compliantly. The reason we are asking for this of non-public bodies is to give the department assurance that the delivery is compliant under the State aid obligations.</p>				

	This is a requirement and if it is not met the application will not pass to assessment.
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Part 3 - Bid summary

In this section applicants should provide the core details of their bids; clarifying what, where, how and how much. If your bid is a package bid you should also complete Application Form [Annexes A – C](#) .

To note, word counts are included for several questions throughout the application form, these are provided as a guide only. The level of detail you provide should be proportionate to the amount of funding that you are requesting.

3.1 Bid Name:	Please provide a headline project name. All bids will be allocated a specific LUF bid number on submission. This bid number and the name specified here will then be used to refer to the bid in all future correspondence.
3.2 Please provide a short description of your bid, including the visible infrastructure that will be delivered/upgraded and the benefits that will be felt in the area. (100 words maximum)	A short description should be provided to summarise the project, its outcomes and benefits. This may be used in communications, for example with ministers or in press releases, so should give a clear and concise snapshot that could be understood by someone unfamiliar with the bid.
3.3 Please provide a more detailed overview of the bid proposal. Where bids have multiple components (package bids) you should clearly explain how the component projects are aligned with each other and represent a coherent set of interventions. (500 words)	This overview should be more detailed than that provided in 3.2. Please provide full details of what activity will take place where, clearly setting out the planned interventions, outputs and benefits. If the activities are being undertaken across multiple locations, the applicant should clearly explain how the activities align with each other and represent a coherent set of interventions. If a package bid, applicants should also clearly explain here how the component projects are aligned with each other and represent a coherent set of interventions.

<p>3.4 Please provide a short description of the area where the investment will take place. If complex (i.e. containing multiple locations/references) please include a map defining the area with references to any areas where the LUF investment will take place.</p> <p>For transport projects include the route of the proposed scheme, the existing transport infrastructure and other points of particular interest to the bid e.g. development sites, areas of existing employment, constraints etc.</p> <p>(500 words)</p>	<p>The response should provide a broad description of the area, with further detail given in question 3.5 below.</p> <p>If complex (i.e. containing multiple locations/references) please include a map defining the area with references to any areas where the LUF investment will take place.</p>
<p>3.5 Please confirm where the investment is taking place (where the funding is being spent, not the applicant location or where the bid beneficiaries are located).</p> <p>If the bid is at a single location please confirm the postcode and grid reference for the location of the investment.</p> <p>If the bid covers multiple locations please provide a GIS file. If this is unavailable please list all the postcodes / coordinates that are relevant to the investment.</p> <p>For all bids, please confirm in which constituencies and local authorities the bid is located. Please confirm the % investment in each location.</p>	<p>We need to clearly understand where the funding is being spent.</p> <p>This information will be used to determine the “Characteristics of Place” score and will be used for reporting purposes.</p> <p>If the bid is at a single location please confirm the postcode and grid reference for the location of the investment.</p> <p>If the bid covers multiple locations please provide a GIS file. If this unavailable please list all the postcodes/coordinates that are relevant to the investment.</p> <p>For all bids, please confirm in which constituencies and local authorities the project is located. Please confirm the % investment in each location.</p>
<p>3.6 Please confirm the total grant requested from LUF (£).</p>	<p>This should be the total LUF grant value (excluding match funding) requested from round 2 of LUF.</p> <p>This total LUF grant value should align with that presented in the relevant Costings and Planning Workbook – Table B – Funding Profile.</p>

<p>3.7 Please specify the proportion of funding requested for each of the Fund's three investment themes:</p> <p>a) Regeneration and town centre (%) b) Cultural (%) c) Transport (%)</p>	<p>This should be the % of LUF grant to be spent in each investment theme.</p> <p>Please ensure the total adds up to 100%.</p> <p>When identifying the percentage of themes within a bid applicants should define this according to costs associated with activity in support of each theme. For example, if 75% of a bid's total value contained costs associated with activity in support of a regeneration output or outcome, with 25% costs associated with activity in support of a cultural output or outcome, it would be defined as being a 75% regeneration and 25% cultural bid.</p>
<p>3.8 Please tick one or more sub-categories that are relevant to your investment:</p> <p>Regeneration Commercial Civic Residential Other</p> <p>Cultural Arts & Culture Creative Industries Visitor Economy Sports and athletics facilities Heritage buildings and sites Other</p> <p>Transport Active Travel Buses Strategic Road Rail Aviation Maritime Light Rail EV Infrastructure Local Road Other</p>	<p>Please tick one or more sub-categories that best match your bid.</p> <p>If you have ticked 'other' you will be asked to elaborate.</p>

<p>3.9 Please provide details of any applications made to other funding schemes for this same bid that are currently pending an outcome. Where a successful outcome might lead to you no longer requiring the LUF grant please provide details and confirm when might you expect the outcome to be known.</p> <p>(150 words)</p>	<p>Applicants should list any other funding applications they have made for this scheme or variants thereof that may impact the requirement for LUF funding if successful.</p> <p>If applicable, anticipated timeframes should be provided for receiving the outcomes of these applications.</p> <p>Applicants should also specify the amount of funding being applied for from other funds and, if successful, how this will affect the LUF grant sought.</p>
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Part 4 Strategic Fit

4.1 Member of Parliament Endorsement (England, Scotland and Wales ONLY)

<p>4.1.1 Has an MP given formal priority support for this bid? Y/N</p> <p>4.1.2 Please confirm which MP has provided formal priority support: (name)</p> <p>4.1.3 Which constituency does this MP represent?</p> <p>Please also complete pro forma 6.</p>	<p>This section should be completed for bids in England, Scotland, and/or Wales, and should only be used to record MP formal priority support.</p> <p>General MP support, including MSP, MLA and Members of the Senedd support should be recorded in question 4.2.1 below.</p>
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4.2 Stakeholder Engagement and Support

Applicants are encouraged to engage with a wide range of local stakeholders and the local community to inform proposals in the bid and to secure buy in.

<p>4.2.1 Describe what engagement you have undertaken with local relevant stakeholders, including the community (the public, civic society, private sector and local businesses). How has this informed your bid and what support do you have from them?</p>	<p>Applicants will be given the opportunity to upload evidence of stakeholder engagement at the time of submission. This should include, if applicable, MLAs in Northern Ireland, MSPs in Scotland and Members of the Senedd in Wales.</p> <p>Applicants should use this section to articulate the methods and strategies used (including innovative virtual methods in light of COVID-19) to engage with stakeholders, as well as detailing how this interaction</p>
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<p>(500 words)</p>	<p>has influenced the proposal, and how any potentially controversial aspects of the bid will be resolved.</p> <p>Applicants should detail how stakeholders were identified, and what efforts were made to reach those more isolated members of the community, including rural communities, who might not normally engage.</p> <p>Evidence of stakeholder engagement can be provided in various forms including letters of support or minutes of meetings and attached as an annex.</p> <p>Applicants should explain how the engagement activities have informed the development and design of the bid. The range of engagement feedback should be clearly explained and evidenced including reference to any current/ongoing consultations, community forums, etc.</p> <p>Where success of the bid is reliant on the cooperation and support of stakeholders or the local community, the application should clearly explain and evidence this.</p> <p>Whilst there is no pre-defined list, potential relevant local stakeholders and partners may include:</p> <ul style="list-style-type: none"> - Elected representatives of Local Government (i.e. Democratic decision-making process of the Local Authority, Cabinet Decisions etc.) - Local businesses - Local Enterprise Partnerships - Public transport providers - Police and emergency services - Community representatives / groups - Government bodies / organisations e.g. Historic England, Arts Council - Environmental representatives - Public health representatives - Universities, and further education colleges - Audience, visitors, spectators and participants
<p>4.2.2 Has your proposal faced any opposition? Please provide a brief summary, including any campaigns or particular groups in support or opposition, and if applicable, how will you</p>	<p>Applicants should summarise any opposition to the bid, its relevance (i.e. impact), and what has/will be done to resolve this and any other concerns raised during stakeholder engagement activities.</p> <p>Applicants should explain if there is any sensitivity in their stakeholder engagement, for example if part of</p>

<p>work with them to resolve any issues.</p> <p>(250 words)</p>	<p>the bid process has not been made public or if the bid requires compulsory purchase of buildings.</p> <p>Please provide reasoning if certain stakeholders could not be engaged with and how any impacts of this have been mitigated.</p>
<p>4.2.3 Do you have statutory responsibility for the delivery of all aspects of the bid?</p> <p>If no:</p> <ul style="list-style-type: none"> - Please confirm those parts of the project for which you do not have statutory responsibility - Please confirm who is the relevant responsible authority - Please confirm that you have the support/consent of the relevant responsible authority 	<p>Applicants that do not have statutory responsibility for the delivery of all aspects of their bid must secure the support/consent of the relevant responsible authority prior to proceeding.</p> <p>All bids with a transport element must supply a pro forma of support from the relevant authority with statutory responsibility for transport unless the applicant has statutory responsibility, in which case the applicant should state N/A.</p> <p>For any bids in England, Scotland, and/or Wales where the applicant does not have statutory responsibility to deliver all of the transport elements of their bid, they are required to demonstrate that they have the support of all the authorities with the relevant statutory responsibility before proceeding with their application. Please complete pro forma 1.</p> <p>Rail-related applications would need the support of Network Rail and applications for infrastructure on the Strategic Road Network would need the support of National Highways, for example.</p> <p>For any bids in Northern Ireland with transport elements, support from the relevant local council and the Northern Ireland Executive (if non-public sector led bid) is an eligibility requirement. Please complete pro forma 4.</p>

4.3 The Case for Investment

Applicants should use this section to detail a compelling case for why the proposed investment supports the economic, community and cultural priorities of their local area.

Applicants should upload their completed Theory of Change model that supports this section at the time of submission.

For package bids, an explanation should be provided as to how the component projects are aligned with each other and represent a coherent set of interventions.

4.3.1 Please provide evidence of the local challenges / barriers to growth and context that the bid is seeking to respond to.

(500 words)

Applicants should provide quantifiable evidence of the local challenges and barriers to growth, and detail how the planned intervention/s will address these.

Evidence could include (but is not limited to) data regarding:

- Employment details, income levels, deprivation, skills and educational attainment
- Vacancy rates and footfall
- Land and development challenges
- Transport challenges including poor connectivity to existing assets, congestion and air quality issues
- Crime and anti-social behaviour

Transport applications should consider evidence within the local context with clear identification of sources.

This may include:

- Reliability of the network (e.g. cancellation rates, congestion, capacity levels, variability in journey times)
- Safety data including accident rates.
- Environmental data including air quality and carbon emissions.
- Journey satisfaction
- Time taken to reach specified number of jobs or services
- Data on mode of travel.
- Data on number of services, spending and maps showing existing transport network

Heritage/Cultural applications should also consider providing some of the following evidence. These should be contextualised within the local context:

- Cultural/creative/community/sports vision.
- Creative/curated/community sports programme.
- Range of programmes (e.g. public libraries programmes going beyond culture, such as business support, health and well-being, literacy).
- Practitioners track record.
- Level of demand.
- For heritage/museum collections, how the assets will be maintained/conserved in line with statutory and best practice.
- Improvements to provision of public spaces and community facilities.
- Audience/participant/user engagement benefit – reach/diversity/depth of engagement.

	<ul style="list-style-type: none"> - Audience/participant/user development – including segmentations. - Current cultural heritage sports offer and provision of community facilities, how they are perceived, how well they already inspire community cohesion/pride in and attractiveness of place - Local levels of engagement/ demand - Added value that this project would bring (particularly for upgrades).
<p>4.3.2 Explain why Government investment is needed (what is the market failure). (600 words)</p>	<p>Applicants should explain what market failure(s) are present and why Government intervention is needed. Market failure occurs where a market is unable to function according to the economic ideas of efficient markets. From a Green Book perspective, which looks beyond simply economic efficiency, this means the market is unable to provide satisfactory levels of welfare efficiency.</p> <p>Examples of market failures include, but are not limited to:</p> <ul style="list-style-type: none"> - Public goods – goods which are not provided by the private sector because they would be unable to supply them for a profit – for example, road infrastructure or place-making activities. A public good is often under-provided in a free market because its characteristics of non-rivalry and non-excludability mean there is an incentive not to pay. - Imperfect information – for some goods or services the availability of information or information processing difficulties may prevent people from making rational decisions. This can be a barrier to economic activity as potential gains from trade could be realised if better information allowed people to provide or consume additional goods and services. - Negative externalities – these occur when an activity imposes costs or produces benefits for economic agents not directly involved in the deal. For example, pollution not covered by regulation may be profitable for a perpetrator but impose real costs on others who are not directly involved in the market. <p>Where applications involve non-public sector partners, for example through the delivery of commercial property development, the applicant should ensure they clearly justify the need for government intervention and the assumptions underpinning this.</p>

<p>4.3.3 Please set out a clear explanation on what you are proposing to invest in and why the proposed interventions in the bid will address those challenges and barriers with evidence to support that explanation. As part of this, we would expect to understand the rationale for the location.</p> <p>For large transport bids £20M - £50M applicants should submit an Option Assessment Report (OAR).</p> <p>(750 words)</p>	<p>All applicants should clearly explain what they are proposing to invest in and evidence how the planned interventions will address the identified challenges and barriers.</p> <p>All applicants should set out the different options considered as part of the process of deciding on the intervention chosen and justify why the proposed solution is the preferred option above others. As part of this, applicants should justify why the proposed location of the investment is the preferred option above others.</p> <p>Applicants submitting large transport bids £20 million - £50 million are encouraged to submit an Option Assessment Report (OAR) with reference to page 4 of DfT's Transport Analysis Guidance.</p>
<p>4.3.4 Please explain how you will deliver the outputs and confirm how results are likely to flow from the interventions.</p> <p>This should be demonstrated through a well-evidenced <i>Theory of Change</i>. Further guidance on producing a Theory of Change can be found within HM Treasury's Magenta Book (page 24, section 2.2.1) and DLUHC appraisal guidance.</p> <p>(500 words)</p>	<p>Applicants should use this section to explain simply and clearly how they will deliver the outputs and confirm how results are likely to flow from the interventions.</p> <p>Applicants may wish to refer to the Technical Note Annex B Intervention Framework which provides an illustrative summary of the outputs and outcomes that may fall within the scope of this fund. Applicants are strongly encouraged to design their bids so that the outputs delivered align with this list where possible – although it is recognised that some novel projects will require their own custom indicators.</p> <p>Applicants are encouraged to submit a Theory of Change. Developing a Theory of Change typically involves considering the proposed inputs (what investment/actions will take place) and the causal chain that leads from these inputs through to the expected outputs and outcomes. It considers the causal mechanisms by which an intervention is expected to achieve its outcomes, basing this theory on the gathering and synthesis of evidence.</p> <p>There are many mapping tools that can be used to help explore how the intervention is expected to work, often described as the 'programme theory'. These include Theory of Change mapping, logic mapping, log frames, benefits mapping, and system mapping. The most appropriate tool to use will depend on the characteristics of the intervention, the complexity of the</p>

	<p>system it is applied to, and the type of evaluation that is being planned.</p> <p>Theories of Change can range from simple descriptions to more complex analyses and the level of detail would be proportionate to the size and scope of your bid. More sophisticated exercises produce a more detailed and rigorous assessment of the intervention and its underlying assumptions.</p>
<p>4.3.5 For package bids you should clearly explain how the component projects are aligned with each other and represent a coherent set of interventions.</p> <p>(250 words)</p>	<p>Where applicants are submitting a package bid they should explain how all the component projects work together. For example, a transport intervention and associated place-making intervention may together support greater footfall and access to a local high street. Package bids should not include multiple unrelated investments.</p>
<p>4.3.6 Applicants should also briefly set out how other public and private funding will be leveraged as part of the intervention.</p> <p>(500 words)</p>	<p>Please set out how other public and private funding will be leveraged as part of the intervention</p>

4.4. Alignment with the local and national context

In this section, applicants should clearly articulate their alignment with any relevant local and national strategies and objectives concerning investment, infrastructure and levelling up. Applicants should explicitly state how the bid will substantially support the delivery of local and national policy objectives.

<p>4.4.1 Explain how your bid aligns to and supports relevant local strategies (such as Local Plans, Local Economic Strategies, Local Cultural Strategies or Local Transport Plans) and local objectives for investment, improving infrastructure and levelling up.</p> <p>For Northern Ireland, Scotland and Wales bids: In addition, explain how your bid aligns to the strategic plans and</p>	<p>All bids including those with a regeneration element should explain how the bid aligns to and supports the delivery of relevant local strategies (such as local plans, local economic strategies, local cultural strategies or local transport plans) and local objectives for investment, improving infrastructure, local economic development and levelling up.</p> <p>Bids with any transport element should, in addition, outline the specific local transport context and clearly explain how they support existing transport strategies and commitments in their area and nationally.</p> <p>Similarly, bids with a culture and heritage element should align and support local (cultural, heritage, sports, community hub) strategies. This should include a rationale for the strategies it supports, explaining the current cultural/ heritage/ sports/ community facility offer</p>
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<p>objectives of devolved administrations.</p> <p>(500 words)</p>	<p>and engagement, and how the strategies link into the place's broader growth and development strategies.</p> <p>For bids within Scotland, Wales and Northern Ireland, applicants should additionally make clear links to the relevant strategies from the Devolved Administrations.</p>
<p>4.4.2 Explain how the bid aligns to and supports the UK Government policy objectives.</p> <p>For Northern Ireland, Scotland and Wales: In addition, explain how your bid aligns to any specific policy objectives, legal and statutory commitments relevant to the devolved administrations.</p> <p>(500 words)</p>	<p>Applicants should explain how the bid aligns with UK Government policy objectives, including the missions set out in the Levelling Up White Paper, and legal and statutory commitments, such as the Clean Growth Strategy, Clean Air Strategy and the target to achieve Net Zero carbon emissions for 2050.</p> <p>Bids should be aligned to and support Net Zero goals: for instance, be based on low or zero carbon best practice; adopt and support innovative clean tech and/or support the growth of green skills and sustainable supply chains.</p> <p>Bids should set out how they will minimise any negative environmental impact and where they are promoting positive environmental choices.</p> <p>Bids should consider how projects can work with the natural environment to achieve project objectives – considering at a minimum the project's impact on our country's natural assets and nature, as well as the resilience of any capital and infrastructure project to potential hazards such as flooding.</p> <p>Transport applications in particular should clearly explain their carbon benefits. For bids involving regeneration and town centre investment, relevant strategies may include the UK Industrial Strategy, Local Industrial Strategies, National Infrastructure Strategy, Strategic Economic Plans, Local Plans, place-specific regeneration strategies or housing plans. Applicants may also reference alignment with Covid-19 recovery plans.</p> <p>For bids within Scotland, Wales and Northern Ireland, applicants should additionally make clear links to the relevant strategies from the Devolved Administrations.</p>
<p>4.4.3 Where applicable explain how the bid complements / or aligns to and supports existing and / or</p>	<p>Applicants should explain how the LUF investment will complement/align to and support other investments from different funding streams.</p> <p>Applicants should consider the alignment of their bid with other planned/committed investments in the same</p>

<p>planned investments in the same locality.</p> <p>(100 words max per fund)</p>	<p>location, detailing how additionality will be granted through LUF investment and duplication avoided.</p> <p>Where, for example, the LUF investment represents a first step in the implementation of a place's regeneration/town centre strategy the application should demonstrate how the bid fits into the overall vision and would be a catalyst for transformation.</p> <p>Funding streams could include but are not limited to:</p> <ul style="list-style-type: none"> - LUF Round 1 - Towns Fund (including Future High Streets Competition) - City Region Sustainable Transport Settlement Fund - Major Road Network - Large Local Major Schemes - City and Growth Deals - Bus transformation funding - Cycling and Walking funding - Forthcoming UKSPF investment plans and any Community Renewal Fund investments - Freeports - High Streets Heritage Action Zones - Heritage Action Zones - Transforming Places Through Heritage - Heritage Horizon Awards - Cultural Development Fund - Museums Estates and Development Fund (MEND) - Libraries Improvement Fund - Discover England Fund - Great Places Scheme - Northern Cultural Regeneration Fund - UK City of Culture bids - Create Growth Programme - Creative People and Places - Arts Council England capital investment programme <p>And any investment available by devolved administrations.</p>
<p>4.4.4 Please explain how the bid aligns to and supports the government's expectation that all local road projects will deliver or improve cycling and walking infrastructure and include</p>	<p>If the bid does not contain any transport related elements this question is not applicable.</p> <p>Where bids include local road projects, the intervention should deliver or improve cycling and walking infrastructure and include bus priority measures or give a sufficient explanation as to why this is not necessary.</p>

<p>bus priority measures (unless it can be shown that there is little or no need to do so). Cycling elements of proposals should follow the government's cycling design guidance which sets out the standards required.</p> <p>(250 words)</p>	<p>Applicants submitting bids with local road projects should familiarise themselves with DfT's 'Better Deal for Bus Users', 'Bus Back Better' and 'Gear Change' strategies.</p> <p>If applicants are proposing any cycling infrastructure within their bid, it must adhere to the government's cycling design guidance:</p> <ul style="list-style-type: none"> - For England and Northern Ireland - For Scotland - For Wales
<p>4.4.5 Please tick to confirm which of the following Levelling Up White Paper Missions (p.120-21) your project contributes to:</p> <ul style="list-style-type: none"> - Living Standards - Research and Development (R&D) - Transport Infrastructure - Digital Connectivity - Education - Skills - Health - Wellbeing - Pride in Place - Housing - Crime - Local Leadership <p>And write a short sentence to demonstrate how your bid contributes to the Mission(s).</p>	<p>Applicants should tick each of the Levelling Up White Paper Missions the project will contribute towards and then provide a short sentence to demonstrate how the bid contributes to the mission.</p> <p>Multiple missions can be selected if applicable.</p>

Part 5 Economic Case

All costs and benefits must be compliant or in line with [HMT's Green Book](#), [DfT Transport Analysis Guidance](#) and [DLUHC Appraisal Guidance](#). Please also see the [Technical Note](#).

5.1 Appropriateness of data sources and evidence

<p>5.1.1 Please provide up to date evidence to</p>	<p>Applicants should explain the scale and significance of the local issues that they are seeking to address</p>
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<p>demonstrate the scale and significance of local problems and issues.</p> <p>(500 words)</p>	<p>through the bid using data for the most relevant area; comparisons should be made between the area and the wider region and/or nation to evidence the scale of the problem.</p> <p>Data should be provided from credible and robust sources. The following list is not exhaustive but is indicative of the quality of sources expected:</p> <ul style="list-style-type: none"> - Office for National Statistics - Indices of Multiple Deprivation - Labour Force Survey - Published studies - Past examples of similar interventions - Local area surveys - LA commissioned research reports - White papers on the area of focus/sector of interest - Comparative Devolved Administration data sources - Traffic count data - DCMS Sectors Economic Estimates - Culture and Heritage Capital Portal - The Active Lives Survey - Taking Part Survey - VisitBritain Surveys <p>The data analysis and the evidence should be interwoven in the economic case providing a concise and easy to understand narrative.</p> <p>Bids with a transport element should provide clear evidence of how the current transport system operates, considering current congestion levels, public transport patronage and existing journey times to key services. This should illustrate the scale of the problem(s) the scheme is intended to address. The evidence should, in most cases, cover the level of service and capacity offered by the current transport network and the current demand for travel in the area. Associated issues should also be supported by evidence (e.g. where congestion/accessibility is stifling economic growth this should be clearly demonstrated).</p>
<p>5.1.2 Please demonstrate the quality assurance of data analysis and evidence for explaining the scale and significance of local problems and issues.</p>	<p>Applicants should provide the sources that the information presented in 5.1.1 were taken from and explain why these are appropriate data sources.</p> <p>Applicants should justify why the evidence used is the most appropriate (i.e. is it reliable and the most</p>

<p>Please demonstrate how any data, surveys and evidence is robust, up to date and unbiased.</p> <p>(500 words)</p>	<p>up to date) and explain why it is an accurate reflection of the challenges the area faces (i.e. not subject to bias).</p> <p>Data collection reports may be useful for transport schemes.</p>
<p>5.1.3 Please demonstrate that the data and evidence supplied is appropriate to the area of influence of the interventions.</p> <p>(250 words)</p>	<p>Applicants should explain how the data provided in 5.1.1 is relevant to the area targeted for the intervention. If the data provided is at a lower level of granularity than the specific area explain why the data is appropriate.</p> <p>Bids with a transport element should provide details of the travel market including key origins and destinations and the geographical extent of current transport problem with underlying drivers identified.</p>

5.2 Effectiveness of proposal in addressing problems

In this section applicants should clearly set out how the activity described in the bid will address the challenges identified.

<p>5.2.1 Please provide analysis and evidence to demonstrate how the proposal will address existing or anticipated future problems. Quantifiable impacts should be forecasted using a suitable model. Theory of Change evidence should be identified and referenced.</p> <p>(750 words)</p>	<p>Applicants should provide a clear link between the problem, the proposal and the expected impact, describing the assumptions and the models used to justify how the proposal will be effective in resolving/mitigating the issue/s identified. For all proposals, evidence should be referenced which demonstrates how the inputs and activities from the Theory of Change clearly link to the outcomes and impacts the project intends to deliver.</p> <p>Quantifiable impacts should, where appropriate, be forecasted using a suitable economic impact model. At its most simple form, the model should demonstrate a % change of X will lead to a % change of Y, based on Z rationale.</p> <p>Data collection and survey reports may be annexed.</p>
<p>5.2.2 Please describe the robustness of the analysis and evidence supplied such as the forecasting assumptions, methodology and model outputs. Key factors to be covered include the quality of the analysis, the quality of the evidence and the accuracy</p>	<p>With reference to 5.2.1, applicants should discuss why the forecasting assumptions are reasonable, why the methodology and choice of model is appropriate and why the evidence used is accurate.</p> <p>Key factors to be covered include:</p> <ul style="list-style-type: none"> - the quality of the analysis - the quality of the evidence - and the accuracy and functionality of the models used.

<p>and functionality of the models used.</p> <p>(500 words)</p>	<p>Applicants should also reference any limitations in the model.</p> <p>Bids with a transport element should provide the methodology employed to forecast the ‘do minimum’ and ‘do something’ options. The method used to forecast demand should clearly be described in the bid. The methodology should be appropriate with a clear rationale provided. The methodology should also demonstrate alignment to Transport Analysis Guidance forecasting processes in a proportionate manner. Relevant local model validation report(s) and model forecasting reports can be attached.</p>
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5.3 Analysis of costs and benefits

In this section applicants should describe and explain the costs and benefits in the relevant [Costings and Planning Workbook – Tables A – Economic Benefits and Table A - Economic Costs](#). They should provide an explanation of how benefits and costs are analysed and estimated, and how this approach is proportionate for the proposal being submitted.

All costs and benefits must be compliant or in line with [HMT’s Green Book](#) (including supplementary guidance), [DLUHC Appraisal Guidance](#), and if appropriate [Transport Analysis Guidance](#).

Package bids need to demonstrate both the overall package costs and benefits, and the disaggregated costs and benefits for each component project. Supplementary tables for component projects should be completed in full.

<p>5.3.1 Please explain how the economic costs of the bid have been calculated, including the whole life costs.</p> <p>(500 words)</p>	<p>Applicants should explain how they have converted the financial costs into economic costs.</p> <p>Costs should be consistent with the costs in the financial case but adjusted for the economic case. This should include, but is not limited to, providing evidence that the costs have been adjusted for inflation and discounted back to an appropriate base-year. In addition, please explain how cost risks and uncertainty have been considered and adequately quantified. Optimism bias must also be explained and included in the cost estimates in the economic case.</p>
<p>5.3.2 Please describe how the economic benefits have been estimated, including a discussion and evidence to support assumptions.</p>	<p>Applicants should describe the quantifiable benefits of the proposal and where possible, be explained in terms of outcomes.</p> <p>These must be categorised according to the different benefits of the proposal. Suitable benefits include, but are not limited to, direct land value uplift,</p>

(750 words)

wider land value uplifts, amenity benefits, air quality benefits, reduced journey times, supporting employment, or reduced carbon emissions.

Applicants should describe any assumptions used that have not been described in 5.2.1, including unit values used, forecasting assumptions and additionality. References to guidance and/or unit values that have been used should also be provided.

For transport bids the benefit calculations should be proportionately aligned with [Transport Analysis Guidance](#). Applicants should provide specific appraisal outputs spreadsheets where used, including Active Travel Appraisal Toolkit, [Local Highways Maintenance Appraisal Toolkit](#), [Small Scheme Appraisal Toolkit](#), [DfT's Small Scheme Appraisal Toolkit](#), or Transport User Benefit Appraisal (TUBA) outputs.

For culture and heritage bids, the [Culture and Heritage Capital Framework](#) can be used to support valuing the benefits provided by culture and heritage assets. It provides a formalised approach to estimate how culture and heritage assets contribute to achieving the outcomes and how these benefits are captured in a stocks and flows framework.

Assets, for example an art collection or historic building, are the “stock”, while the services that create benefits to society are regarded as “flows”. Once monetary values are estimated for these flows, it is possible to estimate the value of the asset as a whole by forecasting these values over a period of time.

For further guidance on valuing cultural or heritage assets refer to:

- [Arts Council England: Local Museums Benefit Transfer Report](#)
- [DCMS: Culture and Heritage Capital Portal](#)
- [Historic England: Culture and Heritage Capital](#)

5.4 Value for money

In this section applicants should set out the Value for Money (VfM) of their bid, taking account of monetised and non-monetised impacts and risks and uncertainties.

Prior to completing this section the application should complete the relevant [Costings and Planning Workbook – Table A – VfM](#).

<p>5.4.1 Please provide a summary of the overall Value for Money of the proposal. This should include reporting of Benefit Cost Ratios (BCR).</p> <p>(500 words)</p> <p>If a BCR has been estimated, please provide the BCR of the proposal below.</p> <p>If you only have one BCR, please enter this against the 'initial' BCR.</p> <p>'Initial' BCR (single bid) 'Adjusted' BCR (single bid)</p>	<p>Applicants should provide a summary of the overall Value for Money of the bid. This should be consistent with the relevant Costings and Planning Workbook Table A – VfM.</p> <p>If a Benefit Cost Ratio (BCR) has been estimated there should be a clear explanation of how this is estimated i.e. a methodology note. BCRs should be calculated in a way that is consistent with HMT Green Book. For non-transport bids it should be consistent with DLUHC appraisal guidance. For bids with a transport element this should be consistent with DfT Transport Analysis Guidance.</p> <p>If an 'initial' and an 'adjusted' BCR are provided, applicants should explain which categories of benefits are included in each.</p> <p>Applicants are encouraged to attach a more detailed explanatory note explaining how the BCR has been calculated.</p>
<p>5.4.2 Please describe the non-monetised impacts the bid will have and provide a summary of how these have been assessed, including the expected scale of these impacts. These will be factored into the overall Value for Money assessment of the bid.</p> <p>(500 words)</p>	<p>In response to this question applicants should discuss any non-monetised impacts the proposal will have including an assessment of how significant the non-monetised impacts may be.</p> <p>Applicants should consider that beyond the economic impact that can be quantified, there are other important benefits associated with any intervention that are harder to monetise. These can be included as non-monetised benefits in acknowledgment that there a limited number of studies that have monetised these benefits.</p>
<p>5.4.3 Please provide an assessment of the risks and uncertainties that could affect the overall Value for Money of the bid.</p> <p>(250 words)</p>	<p>In response to 5.4.3, applicants should provide an assessment of the risks and uncertainties that may impact the overall VfM of the bid.</p>

	<p>Applicants are expected to provide the results of any sensitivity analysis here. Key assumptions should be varied to demonstrate how the overall VfM result is sensitive to changes in assumptions, for example the impact of lower transport demand after COVID-19.</p>
<p>5.4.4 We would expect an Appraisal Summary Table, to be completed to enable a full range of impacts to be considered. This should be consistent with the relevant appraisal guidance for the bid.</p> <p>For package bids, please provide an Appraisal Summary Table for each component project.</p> <p>For Regeneration or Cultural bids, the Appraisal Summary table should be consistent with the DLUHC appraisal guidance. For Transport bids it should be consistent the Transport Analysis Guide.</p> <p>Any additional evidence to support your responses to this section should be referenced within your responses (5.1.1 – 5.4.3) and attached as a single annex.</p>	<p>For Regeneration or Cultural bids, applicants are encouraged to submit an Appraisal Summary Table consistent with the DLUHC appraisal guidance for their project.</p> <p>For transport bids, applicants are encouraged to submit an Appraisal Summary Table consistent with the Transport Analysis Guidance for their bid.</p> <p>For package bids, applicants are encouraged to submit an Appraisal Summary Table for each component project consistent with the relevant appraisal guidance for the theme of the project.</p> <p>Any additional evidence to support your responses to this section should be referenced within your responses (5.1.1 – 5.4.3) and attached as a single annex.</p> <p>Applicants should provide specific appraisal output spreadsheets where relevant, including Active Mode Appraisal Toolkit, Local Highways Maintenance Appraisal Toolkit, Small Scheme Appraisal Toolkit or Transport User Benefit Appraisal (TUBA) outputs.</p>

Part 6 Deliverability

6.1 Financial

Within this section applicants are required to provide clear and robust details of the financial aspects of the bid, including sources, secured status, and type of match funding, project costs, financial risks and mitigation measures, and how funding is structured – e.g. if you are intending to further disburse the LUF grant with bid partners.

Management and consultancy costs should be clearly shown within the project budget, and any work to be sub-contracted explained within the application form.

Prior to completing this section applicants should complete the relevant [Costings and Planning Workbook](#) - **Table B – Funding Profile and Table C – Cost Estimates**.

<p>6.1.1 Please confirm the total value of your bid.</p>	<p>Applicants should confirm the total value of the bid, this should include the LUF grant and any match funding.</p> <p>All expenditure from the LUF grant must be defrayed by March 2025 (and by 2025-26 on an exceptional basis e.g. for large projects between £20 million and £50 million)</p>
<p>6.1.2 Please confirm the value of the capital grant you are requesting from LUF.</p>	<p>Applicants should confirm the total value of LUF grant they are seeking. Applicants are reminded that LUF grant will only fund direct capital costs associated with the delivery of the project.</p>
<p>6.1.3 Please confirm the value of match funding secured.</p> <p>Where match funding is still to be secured please set out details below. If there any funding gaps please set out your plans for addressing these.</p> <p>(250 words)</p>	<p>Local match funding contributions will be taken into account during assessment. A local contribution of 10% or higher (local authority and/or third party) of the bid costs is encouraged.</p> <p>Match funding can include a mix of public and private sector contributions.</p> <p>Applicants should note that a contribution is expected from private sector stakeholders, such as developers, if they stand to benefit from a specific bid.</p> <p>Applicants are encouraged to submit evidence of match funding e.g. match funding letters. Match funding letters should be signed by an appropriate authority, clearly reference the amount of funding committed to the project (within the scope of the LUF bid) and set out any conditions that may apply to the funding.</p> <p>Applicants should explain what if any funding gaps there are, and what further work needs to be done to secure third party funding contributions.</p> <p>Please clearly set out your approach to raising additional funds.</p>
<p>6.1.4 If you are intending to make a land contribution (via the use of existing</p>	<p>For land contributions, applicants are required to submit a letter from an independent valuer to verify the true market value of the land.</p>

<p>owned land), please provide further details below and confirm who currently owns the land, details of any restrictions and the estimated monetary value.</p> <p>(250 words)</p>	<p>The current ownership of the land and any restrictions on use, should also be set out here.</p>
<p>6.1.5 Please confirm if your budget includes unrecoverable VAT costs and describe what these are, providing further details below.</p> <p>(250 words)</p>	<p>Applicants should confirm if their budget includes unrecoverable VAT costs and should state what these are.</p>
<p>6.1.6 Please describe what benchmarking or research activity you have undertaken to help you determine the costs you have proposed in your budget. Please advise on any assumptions.</p> <p>(750 words)</p>	<p>For each cost item, applicants should provide a clear explanation of the benchmarking/market research undertaken to support the proposed cost, including details of any assumptions.</p>
<p>6.1.7 Please provide information on margins and contingencies that have been allowed for and the rationale behind them.</p> <p>(500 words)</p>	<p>Applicants should provide a clear explanation of the margins and contingencies that have been allowed for and justification for these being realistic.</p>
<p>6.1.8 Please set out below, what the main financial risks are and how they will be mitigated, including how cost overruns will be dealt with and shared between non-UK Government funding partners. (You should cross refer to the Risk Register).</p> <p>(750 words)</p>	<p>Bids should highlight the key financial risks from the Risk Register and detail how cost overruns will be dealt with and shared between non-UK Government funding partners.</p> <p>Any risk mitigations proposed should be relevant, costed and timely. In addition, applicants should detail the contingencies they intend to put in place in the event that mitigations are unsuccessful.</p> <p>Any impacts on communities, cultural groups and local transport groups such as disruption or displacement should also be considered, with impacts costed and mitigations or compensations identified.</p>

<p>6.1.9 If you are intending to award a share of your LUF grant to a partner via a contract or sub-grant, please advise below. NB: You must ensure any further disbursement of the grant is done so in accordance with subsidy controls and public procurement rules.</p> <p>(750 words)</p>	<p>In your response please provide the following detail:</p> <ul style="list-style-type: none"> - Partner name and address - Role in bid and what their grant will fund - LUF funding partner will receive (£) - Funding method e.g. sub-grant / funding agreement etc. <p>It is the applicant's responsibility to ensure that any further disbursement of the grant is done so in accordance with subsidy controls and public procurement rules.</p> <p>The bid should detail what controls will be implemented to adequately manage the onward disbursement of the grant to any partners via a contract or sub grant.</p>
<p>6.1.10 What legal / governance structure do you intend to put in place with any bid partners who have a financial interest in the project?</p> <p>(750 words)</p>	<p>Applicants should clearly set out the legal / governance structure that will be put in place with any project partners who have a financial interest in the bid.</p> <p>If appropriate, applicants should explain what financial assessment and due diligence has or will be undertaken on bid partners.</p>

6.2 Commercial

Within this section, applicants should set out their commercial and procurement strategy for effectively awarding and managing any contracts for goods, works or services to be funded by the grant. The strategy should include all key procurement lifecycle activities, timescales and who will lead on procurement / contractor management.

<p>6.2.1 Please summarise your commercial structure, risk allocation and procurement strategy which sets out the rationale for the strategy selected and other options considered and discounted.</p> <p>(1500 words)</p>	<p>Applicants should set out their procurement approach to managing the project. The procurement route should also include an explanation as to why it is appropriate for a bid of the scale and nature proposed.</p> <p>Please note - all procurements must be made in accordance with all relevant legal requirements. Applicants must describe their approach to ensuring full compliance in order to discharge their legal duties.</p>
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The procurement strategy should be proportionate with value of the project and should cover the full procurement cycle.

All applicants should clearly set out:

- Which key contracts will be procured
- What pre-market engagement/research activity has been undertaken to date or is planned
- Whether or not a health check of the market has been undertaken to identify any potential capability or limitations that may impact on project/procurement timescales and how these will be mitigated.
- What procurement approaches have been explored or discounted
- What route to market is proposed, including an explanation as to why it is appropriate for scale / nature of the contract/s?
- Set how you will effectively manage your contracts with key suppliers/contractors to ensure quality and manage/mitigate supply chain risks.

The procurement strategy should also demonstrate alignment with Net Zero ambitions, and where appropriate, include details of a sustainable approach such as:

- use of innovative clean technology
- support the growth of green skills
- use of sustainable supply chains

All applicants should set out how contracts will be procured and managed effectively; in accordance with procurement best practice and all relevant legal requirements including public contract regulations 2015 and 2020 amendments (post EU exit) and other appropriate legislation including the [Modern Slavery Act](#), as applicable.

Additionally, local authority applicants should:

- demonstrate that they have considered government policies and guidance including the [Sourcing and Consultancy Playbooks](#) and [Construction Playbook](#).
- demonstrate innovative procurement, including for example how they have factored **social value** into their procurements.

	<p>- set out in their procurement strategy and risk register how government guidance on Resolution Planning¹ has been considered.</p> <p>For package bids, please note that we need to understand the procurement activities for each component project.</p> <p>More detailed information on procurement activities, timescales, and the resources required should be included in the project delivery plan.</p>
<p>6.2.2 Who will lead on the procurement and contractor management on this bid and explain what expertise and skills do they have in managing procurements and contracts of this nature? If the procurement is being led by a third party and not the lead applicant, please provide details below.</p> <p>(500 words)</p>	<p>The applicant should clarify who will lead the procurement/s and demonstrate that the core project team have the relevant skills and expertise for managing procurements and contracts.</p>
<p>6.2.3 Are you intending to outsource or sub-contract any other work on this bid to third parties? For example, where you have identified a capability or capacity gaps.</p> <p>(750 words)</p>	<p>Applicants should set out plans for engaging with key suppliers/contractors so it is clear how suppliers/contractors have been selected and how contracts will be effectively managed to ensure the desired outcomes are delivered. This should include the use of key performance indicators (KPI's) and other measures that will be used to drive quality.</p> <p>Applicants should also clearly set out in their response how they will manage any capability or capacity gaps.</p>
<p>6.2.4 How will you engage with key suppliers to effectively manage their contracts so that they deliver your desired outcomes. What measures will you put in place to</p>	<p>Applicants should set out what measures will be put in place to manage contractor / supplier risks. This should include due diligence, the checking of the financial and economic standing of suppliers, and effective contract / payment structures.</p>

¹ Guidance on resolution planning is applicable to new procurements by Relevant Authorities of:

- Critical Service Contracts;
 - other outsourced service contracts with an estimated value exceeding £10m per year¹; and
 - Critical Construction Contracts.
- (together "In-Scope Contracts").

mitigate supplier/contractor risks and what controls will you implement to ensure they deliver on quality.

(1000 words)

6.3 Management

Prior to completing this section applicants should complete the relevant [Costings and Planning Workbook](#) - Table D – Milestones Delivery.

6.3.1 Please set out how you plan to deliver the bid (this should be a summary of your Delivery Plan).
(1000 words)

Applicants should set out clearly how they plan to deliver the bid. The response should consider the following:

- Key milestones: The project plan needs to clearly identify the key capital build and construction phases and include the 'stage gates' that might be used to verify build and infrastructural works completed by any contractor/s. Timescales should be realistic and meet scheme requirements.
- Key dependencies and interfaces, resource requirements, task durations and contingencies.
- A description of roles and responsibilities of those involved in the project. Plans should identify the roles, responsibilities and resource for each activity – including a delineation of key responsibilities such as project management, finance etc.
- An understanding of the skills, capability, or capacity needed - some bids may require specialist skills. If specialist skills are required, they should be set out here.
- Arrangements for managing any delivery partners and the plan for benefits realisation.
- Engagement of developers/ occupiers (where needed).
- The strategy and communication approach for managing stakeholders and considering their interests and influences.
- Confirmation of any powers or consents needed, and statutory approvals e.g. planning permission and details of information of ownership or agreements of land/ assets needed to deliver the bid with evidence
- Please also list any powers / consents etc needed/ obtained, details of date acquired,

	<p>challenge period (if applicable) and date of expiry of powers and conditions attached to them.</p> <ul style="list-style-type: none"> - The approach to monitoring progress of the project including budget management. Stated benefits should be well defined and measurable as part of the monitoring and evaluation process. - Any other information to support the delivery approach. <p>Applicants are encouraged to submit a detailed delivery plan to support their response to this question. The delivery plan should be proportionate and realistic to the bid submitted and the timelines presented should be feasible, allowing sufficient time for each phase of the programme.</p> <p>Applicants are also encouraged to submit evidence of statutory consents/land acquisitions.</p>
<p>6.3.2 Please demonstrate that some bid activity can be delivered in 2022-23.</p> <p>(250 words)</p>	<p>Please confirm the plans for LUF project activity in 2022-23.</p>
<p>6.3.3 Risk Management: Applicants are asked to set out a detailed risk assessment.</p> <p>(500 words)</p>	<p>Applicants are encouraged to submit a Risk Register to support their response to this question. This can be in any format but should provide sufficient information regarding clearly defined risks with impacts, owners, dates, mitigations and costs.</p> <p>In responding to this question applicants should set out a detailed risk assessment, covering all types of risks including, for example, environmental risks, health and safety, withdrawal of funding, potential partner disputes, legal risks, reputational, delivery etc. The risk assessment should demonstrate that all potential risks have been carefully considered and cover the whole project lifecycle.</p> <p>In particular risk assessments should cover:</p> <ul style="list-style-type: none"> - the barriers and level of risk to the delivery of your bid - appropriate and effective arrangements for managing and mitigating these risks - a clear understanding on roles / responsibilities for risk management and reporting risk

	<p>Please detail any key risks that you have identified as part of your risk assessment for this bid and details of mitigation measures. This should align with your risk register.</p> <p>For package bids, please set out the risk assessment and mitigations for each component project.</p>
<p>6.3.4 Please provide details of your core project team and provide evidence of their track record and experience of delivering schemes of this nature.</p> <p>Please explain if you are intending to sub-contract any of this work or if a third party is managing the project and not the organisation applying.</p> <p>(750 words)</p>	<p>Applicants should explain the roles and people involved in the core project team, and demonstrate they have the necessary skills, experience, and capabilities to support successful project delivery through all key stages of the project.</p> <p>Applicants should set out the measures they will put in place to address any capacity or capability gaps.</p> <p>Track record of delivering similar projects for example in terms of size, value, or complexity should be demonstrated. Applicants are encouraged to provide case studies.</p> <p>If a third party is managing the project and not the authority applying, the applicant should set out clearly in this section how this arrangement will work.</p>
<p>6.3.5 Please set out what governance procedures will be put in place to manage the grant and project.</p> <p>We will require Chief Financial Officer confirmation that adequate assurance systems will be in place.</p> <p>For large transport bids, you should also reference your Integrated Assurance and Approval Plan, which should include details around planned health checks or gateway reviews.</p> <p>(750 words)</p>	<p>All applicants are required to describe what governance and assurance procedures will be put in place to manage the grant and project. This may include (but not limited to):</p> <ul style="list-style-type: none"> - Delegated authority – including Project Board or Committee approvals - Financial controls - Audit - Counter fraud, corruption, and anti-bribery - Procedures to avoid Conflict of Interests - Cyber security, and data management - Code of conduct setting standards for ethical and professional behaviour. <p>Applicants should also consider how to communicate and inform governance policy and procedures to partners working on the project, how progress will be reported and reviewed, and the involvement of the board and senior management in decision making.</p> <p>In responding to this question applicants are encouraged to refer to the HM Government Published</p>

	<p><u>Code of Conduct for Recipients of Government General Grants</u></p> <p>For large transport bids, applicants must have an Integrated Assurance and Approval Plan. This should include details around planned health checks or gateway reviews.</p> <p>Other bids may submit an Integrated Assurance and Approval Plan, if they have one. If not, they should set out their assurance and approval process here.</p>
<p>6.3.6 If applicable, please explain how you will cover the operational costs for the day-to-day management of the new asset / facility once it is complete to ensure project benefits are realised. You should also consider any ongoing maintenance and servicing costs.</p> <p>Please note that these costs are not covered by the LUF grant.</p> <p>(750 words)</p>	<p>Assets/facilities should provide value and be (financially) sustainable.</p> <p>Applicants should set out how they will cover the operational costs for the day-to-day management of the new asset/facility once it is complete to ensure project benefits are realised.</p> <p>Applicants should also consider any ongoing maintenance and servicing costs.</p> <p>Examples of operational costs: utilities, systems, maintenance and repairs, staff & labour, administrative expenses etc.</p> <p>Please note that these costs are not covered by the LUF grant.</p> <p>For cultural bids that will require an organisation, local authority or other body to operate the resultant asset/ facility, please explain how that organisation will manage the asset/ facility in a long-term sustainable way to deliver value in line with those aims set out in the Case for Investment.</p> <p>Where this applies, applicants will need to set out details of:</p> <ul style="list-style-type: none"> - A high-level description of the cultural and broader value being delivered (sometimes called “a “Cultural Mission Statement” or similar) - A description of how people/audience groups will be encouraged to engage with the new asset over time (sometimes called an Audience Engagement Plan, or similar) with a particular focus on people with typically lower engagement levels. - High-level activity plans

	<ul style="list-style-type: none"> - Financial modelling (including Income and Expenditure budgets with explanation of income sources, any need for revenue funding/ fund-raising/development and strategies for achieving these) <p>For significant cultural bids including those with a complex operational model you may wish to upload more information via a short additional attachment if you cannot supply everything within this word limit.</p>
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6.4 Monitoring and Evaluation

Prior to completing this section please complete the relevant [Costings and Planning Workbook](#) - Table E – Monitoring and Evaluation.

<p>6.4.1 Monitoring and Evaluation Plan: Please set out proportionate plans for monitoring and evaluation.</p> <p>(1000 words)</p>	<p>Applicants should refer to Annex E in the Technical Note and explain what their plans are for meeting the monitoring and evaluation (M&E) requirements of the Fund, as well as meeting their own ambitions for learning, and determination of impact, at the local level.</p> <p>This plan should cover:</p> <ul style="list-style-type: none"> - Aims of the bid level monitoring and evaluation, including key evaluation and learning questions to be answered, aligned with bid objectives and Theory of Change - Key components and deliverables of the bid level monitoring and evaluation (e.g., process and impact evaluations; interim and final reports) and how these will be used and disseminated to maximise learning - Outline of the approach to the bid level monitoring and evaluation, including how it will be ensured that data is collected in an accurate and timely manner, and how this data will be used in the evaluation of the bid - Governance arrangements and resourcing for bid level monitoring and evaluation, including key personnel/organisations and budgets - Summary of key outputs, outcomes and impacts, informed by bid objectives and Theory of Change - M&E activities should be included in Table E in the relevant Costings and Planning Workbook. <p>Evaluation plans should be proportionate to the size and complexity of the project to be delivered.</p>
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	<p>For large projects, applicants should seek to address complex queries (e.g. attribution of impact).</p> <p>M&E plans can include multiple approaches, aligned to the different phases of the project being delivered.</p>
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Part 7 Declarations

7.1 Senior Responsible Owner Declaration
Please complete pro forma 7 Senior Responsible Owner Declaration.
7.2 Chief Finance Officer Declaration
Please complete pro forma 8 Chief Finance Officer Declaration.
7.3 Data Protection
<p>Please note that the Department for Levelling Up, Housing and Communities (DLUHC) is a data controller for all Levelling Up Fund related personal data collected with the relevant forms submitted to DLUHC.</p> <p>The Department, and its contractors, where relevant, may process the Personal Data that it collects from you as part of your application to the Levelling Up Fund, in accordance with its privacy policies. The Department will use the Personal Data provided to contact you, if needed, as part of the assessment, selection and/or monitoring process.</p> <p>For the same purposes, the Department may need to share your Personal Data with other government departments (OGDs), their Arm's Length Bodies and contractors, where relevant, and departments in the Devolved Administrations, and by submitting this form you are agreeing to your Personal Data being used in this way.</p> <p>Any information you provide will be kept securely and destroyed within 7 years of the application process completing.</p> <p>You can find more information about how the Department deals with your data here.</p>

7.4 Publishing

When authorities submit a bid for funding to the UK Government, as part of the Government's commitment to greater openness in the public sector under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, if the bid is successful they must also publish a version excluding any commercially sensitive information on their own website within five working days of the announcement of the successful bids by UK Government. UK Government reserves the right to deem the bid as non-compliant if this is not adhered to.

Please tell us the website where this bid will be published:

ANNEXES A – C: PROJECT SUMMARIES

These should be completed individually for each component within a **package bid**.

<p>Please use Annexes A – C to provide detail on each component project of a package bid. A package bid can have up to 3 component projects.</p>	<p>For each component project please complete this form e.g., annex a would be details for component one, annex b for component two and annex c for the third package component.</p>
<p>A1. Project Name:</p>	<p>Please provide the name of the project component.</p>
<p>A2. Please provide a short description of this project (100 words maximum)</p>	<p>Please provide a short description of this project component.</p>
<p>A3. Please provide a more detailed overview of the project and how this project aligns with the other projects in the package bid, representing a coherent set of interventions. (250 words)</p>	<p>Please set out a more detailed overview of the project component and how this project aligns with the other projects in the package bid, representing a coherent set of interventions.</p>
<p>A4. Please provide a short description of the area where the investment will take place. If complex (i.e., containing multiple locations/references) please include a map defining the area with references to any areas where the LUF investment will take place.</p> <p>For transport projects include the route of the proposed scheme, the existing transport infrastructure and other points of particular interest to the bid e.g., development sites, areas of existing employment, constraints etc. (250 words)</p>	<p>Please describe the area where this project component will take place. Maps / GIS files can be included where the area is across multiple locations.</p> <p>For transport projects please demonstrate the route of the proposed scheme, the existing transport infrastructure and other points of particular interest to the bid e.g., development sites, areas of existing employment, constraints etc.</p>
<p>A5. Please confirm where the investment is taking place (where the funding is being spent not the applicant location or where the project beneficiaries are located).</p> <p>If the project is at a single location please confirm the postcode and grid reference for the location of the investment.</p> <p>If the project covers multiple locations please provide a GIS file. If this is unavailable please list all the postcodes/coordinates that are relevant to the investment.</p>	<p>Please provide confirmation of the exact location the investment is taking place e.g. post code, grid reference etc.</p> <p>If the project is at a single location please confirm the postcode and grid reference for the location of the investment.</p> <p>If the project covers multiple locations please provide a GIS file. If this is unavailable please list all the postcodes/coordinates that are relevant to the investment.</p> <p>For all projects, please confirm in which constituencies and local authorities the</p>

<p>For all projects, please confirm in which constituencies and local authorities the project is located. Please confirm the % investment in each location.</p>	<p>project is located. Please confirm the % investment in each location.</p>
<p>A6. Please confirm the total grant requested from LUF (£)</p>	<p>Please confirm the total amount of LUF funding (£) requested for this individual project component.</p>
<p>A7. Please specify the proportion of funding requested for each of the Fund's three investment themes: a) Regeneration and Town Centre % b) Cultural % c) Transport %</p>	<p>Please specify the proportion of funding requested for each of the Fund's three investment themes: a) Regeneration and Town Centre % b) Cultural % c) Transport %</p>
<p>A8. Please confirm the value of match funding secured for the component project.</p> <p>Where funding is still to be secured please set out details below. If there are any funding gaps please set out your plans for addressing these. (250 words)</p>	<p>This section should provide details of all the sources of match funding within your bid.</p> <p>Where funding is still to be secured please set out details. If there are any funding gaps please set out your plans for addressing these.</p>
<p>A9. Value for Money</p> <p>Please set out the full range of impacts – both beneficial and adverse – of the project. Where possible, impacts should be described, quantified and also reported in monetary terms. There should be a clear and detailed explanation of how all impacts reported have been identified, considered and analysed. When deciding what are the most significant impacts to consider, applicants should consider what impacts and outcomes the project is intended to achieve, taking into account the strategic case, but should also consider if there are other possible significant positive or negative impacts, to the economy, people, or environment. (500 words)</p>	<p>This section should set out the full range of impacts – both beneficial and adverse – of the project. Where possible, impacts should be described, quantified and also reported in monetary terms. There should be a clear and detailed explanation of how all impacts reported have been identified, considered and analysed. When deciding what are the most significant impacts to consider, applicants should consider what impacts and outcomes the project is intended to achieve, taking into account the strategic case, but should also consider if there are other possible significant positive or negative impacts, to the economy, people, or environment.</p>
<p>A10. It will be generally expected that an overall Benefit Cost Ratio and Value for Money Assessment will be provided at Question 5.5 in the main</p>	<p>It will be generally expected that an overall Benefit Cost Ratio and Value for Money Assessment will be reported in applications. If this is not possible, then</p>

<p>application. If it is not possible to provide an overall BCR for your package bid, please explain why. (250 words)</p>	<p>the application should include a clear explanation of why not.</p>								
<p>A11. Where available, please provide the initial and adjusted BCR for this project:</p> <table border="1" data-bbox="204 488 660 568"> <tr> <td data-bbox="204 488 459 533">Initial BCR</td> <td data-bbox="459 488 660 533"></td> </tr> <tr> <td data-bbox="204 533 459 568">Adjusted BCR</td> <td data-bbox="459 533 660 568"></td> </tr> </table>	Initial BCR		Adjusted BCR		<p>Where available, please provide the initial and adjusted BCR for this project:</p> <table border="1" data-bbox="794 450 1251 533"> <tr> <td data-bbox="794 450 1043 495">Initial BCR</td> <td data-bbox="1043 450 1251 495"></td> </tr> <tr> <td data-bbox="794 495 1043 533">Adjusted BCR</td> <td data-bbox="1043 495 1251 533"></td> </tr> </table>	Initial BCR		Adjusted BCR	
Initial BCR									
Adjusted BCR									
Initial BCR									
Adjusted BCR									
<p>A12. Does your proposal deliver non-monetised benefits? Please set out what these are and a summary of how these have been assessed. (250 words)</p>	<p>Please set out the non-monetised benefits, describing what these are and provide a summary of how these have been assessed.</p>								
<p>A13. Does this project include plans for some LUF grant expenditure in 2022-23?</p>	<p>Please confirm the plans for LUF grant expenditure in 2022-23 for this component project. It is a requirement for at least one component within a package bid to defray grant in 2022-23.</p>								
<p>A14. Could this project be delivered as a standalone project or does it require to be part of the overall bid?</p>	<p>Please set out if this project could be delivered as a standalone project rather than part of a package bid.</p>								
<p>A15. Deliverability: Please demonstrate that project activity can be delivered in 2022-23?</p>	<p>Please confirm the plans for LUF project activity in 2022-23 for this component project. It is a requirement for at least one component within a package bid to undertake project activity in 2022-23.</p>								
<p>Statutory Powers and Consents</p>									
<p>A16. Please list separately each power / consents etc. obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Any key dates should be referenced in your project plan.</p>	<p>In relation to this component project, please list separately each power / consent obtained, details of date acquired, challenge period (if applicable) and date of expiry of powers and conditions attached to them. Key dates should also be referenced in your project plan.</p>								
<p>A17. Please list separately any <u>outstanding</u> statutory powers / consents etc, including the timetable for obtaining them.</p>	<p>Please list separately any outstanding statutory powers / consents etc. relating to this component project and include the timetable for obtaining them.</p>								

Attachment Checklist

Where possible, please zip attachments under the headings provided to reduce the number of attachments being uploaded. Applicants will not be able to submit more than 25 annexes in total. Zipped files will however be accepted. We cannot accept embedded links or file sharing, and information submitted in this way will not be considered.

1: Workbook

Have you completed the [Costings and Planning Workbook](#)? Y/N

If N, your bid will not be assessed as LUF grant spend in 2022/23 needs to be demonstrated via the workbook.

For package projects please complete the [Costings and Planning Workbook](#) for package bids.

2: Northern Ireland: Gateway for non-public sector applicants

For NI non-public sector applicants:

Have you attached audited financial statements covering the last three financial years (or audited annual accounts for registered charities)? Y/N

If N, your bid will not be assessed.

For joint bids with non-public sector partners, financial statements/accounts will be required from partners and applicants (if applicable).

For NI non-public sector applicants:

Have you provided evidence of experience of delivering two capital projects of similar size and scale in the last five years?

If N, your bid will not be assessed.

For joint bids with non-public sector partners, evidence will be required from partners and applicants (if applicable).

3: Evidence of Support – Transport Bids

For applicants using their transport allowance: Have you attached [pro forma](#) 1 from the relevant authority with statutory responsibility for transport? Y/N

If N, your bid will not be assessed

For large transport bids (£20M - £50M): Have you attached [pro forma](#) 1 from the relevant authority with statutory responsibility for transport? Y/N

If N, your bid will not be assessed

For NI applicants submitting transport projects: Have you attached [pro forma](#) 4 from the Northern Ireland

Executive and relevant local council with responsibility for transport? Y/N	If N, your bid will not be assessed
4. Evidence of Support - Joint Bids	
For Joint Bids in England, Scotland, and/or Wales: Have you attached pro forma 2 evidencing support of participating local authorities organisations? Y/N	If N, your bid will not be assessed
For Joint Bids in Northern Ireland: Have you attached pro forma 3 evidencing support of participating organisations? Y/N	If N, your bid will not be assessed
5: Evidence of MP formal priority support	
For bids in England, Scotland, and/or Wales only: Have you attached pro forma 6 : MP formal priority support for this bid? Y/N	
6: State Aid/Subsidy	
For all non-public sector applicants delivering in Northern Ireland: Have you provided a detailed statement that is aligned to your response in this section which demonstrates that the award of funds will be UK subsidy control regime compliant? Y/N	If N, your bid will not be assessed
For non-public sector applicants for delivery in Northern Ireland only: Have you attached a detailed statement that is aligned to your response in this section which demonstrates that the award of funds will be State aid compliant? Y/N	If N, your bid will not be assessed
For all public authorities in England, Scotland and Wales only, disbursing funds as a potential subsidy to third parties. Have you attached pro forma 5 : statement of compliance relating to subsidy signed by your Chief Finance Officer? Y/N	If N, your bid will not be assessed
7: GIS Files	
Have you attached a GIS file (this is recommended for projects that cover multiple locations)? Y/N	
8: Maps and Drawings	

Have you attached a map defining the area with references to any areas where the LUF investment will take place? Y/N	
Have you attached any drawings/plans to support your bid? Y/N	
9: Strategic Fit	
Have you attached evidence of stakeholder engagement (letters of support, for example)? Y/N	
Have you provided an Option Assessment Report (OAR)? Y/N	
Have you attached a Theory of Change? Y/N	
10: Economic Case for Investment	
Have you attached an explanatory note explaining how the Benefits-Cost Ratio (BCR) has been calculated? Y/N	
For transport bids: Have you attached an Appraisal Summary Table? Y/N	
Have you provided additional documents to support the Economic Case (section 5)? Y/N	
For transport bids, applicants should provide specific appraisal output spreadsheets where relevant, including Active Mode Appraisal Toolkit , Local Highways Maintenance Appraisal Toolkit , Small Scheme Appraisal Toolkit or transport user benefit appraisal (TUBA) outputs.	
11: Deliverability	
Have you appended copies of confirmed match funding? Y/N	
The UK Government may accept the provision of land from third parties as part of the local contribution towards scheme costs.	
Have you attached evidence in the form of a letter from an independent valuer to verify the true market value of the land? Y/N	
Have you attached a Delivery Plan Y/N	
Have you attached evidence relating to statutory consents/land ownership and/or acquisition? Y/N	

Have you attached an Integrated Assurance and Approval Plan? Y/N	
Have you attached a copy of your Risk Register? Y/N	
For cultural bids, have you attached a document to set out how you will sustainably manage your asset/facility in the long term? Y/N	
12: SRO and CFO Bid Declarations	
Have you attached pro forma 7: SRO declaration? Y/N	If N, your bid will not be assessed
Have you attached pro forma 8: CFO declaration? Y/N	If N, your bid will not be assessed
13: Business Case	
Have you attached an outline or full business case? Y/N	