Homes &
Communities
Agency

LARGE SITES INFRASTRUCTURE FUND

Quick start guide

October 2015

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1. INTRODUCTION

This 'quick start' guide is for the benefit of parties interested in submitting Expressions of Interest (EOI) for funding from the Large Sites Infrastructure Fund. It explains how to bid and what is required at this stage.

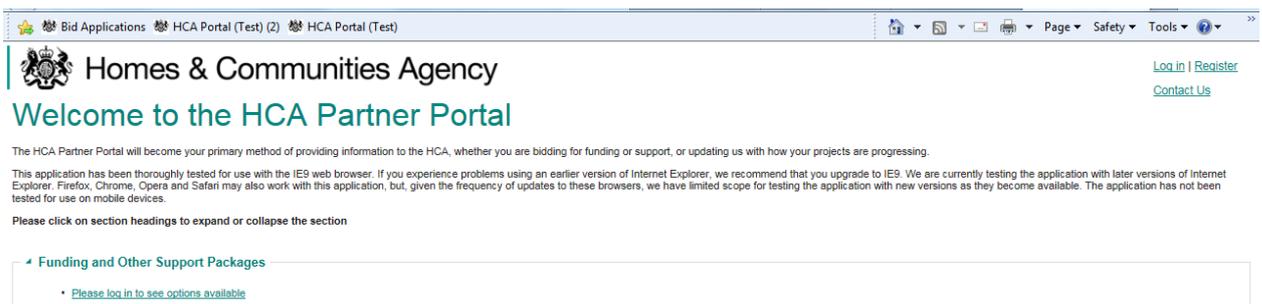If you have any queries, you should contact us via LSIP@hca.gsi.gov.uk .

2. HOW TO BID

Bids should be submitted via the online form which is available through the HCA Partner Portal. The first thing that you need to do is to set-up an account (unless you already have an account). This is easy and will take a couple of minutes.

3. REGISTRATION AND CREATING AN ACCOUNT

There are six simple steps involved in creating an account:

1. Open the HCA Partner Portal by clicking on the following link: https://partners.hca-online.org.uk/

2. Once the home page is open, click on 'Register' (top right corner).

3. Complete the registration fields and then click on the 'Register' button to create a new account.

4. When creating a password it will need to include one non-alphanumeric symbol, e.g. #

5. You will then receive a confirmation email which will require you to click on the validation link in the email to activate the account.

6. Once you have done this you will be redirected back to the site so that you can login.

7. If you click on the 'Funding and other support packages' link you will be directed to log in/ register before accessing the screen.

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Log in | Register
Contact Us

Welcome to the HCA Partner Portal

The HCA Partner Portal will become your primary method of providing information to the HCA, whether you are bidding for funding or support, or updating us with how your projects are progressing.

This application has been thoroughly tested for use with the IE9 web browser. If you experience problems using an earlier version of Internet Explorer, we recommend that you upgrade to IE9. We are currently testing the application with later versions of Internet Explorer. Firefox, Chrome, Opera and Safari may also work with this application, but, given the frequency of updates to these browsers, we have limited scope for testing the application with new versions as they become available. The application has not been tested for use on mobile devices.

Please click on section headings to expand or collapse the section

Funding and Other Support Packages

- Please log in to see options available

4. BEFORE YOU BEGIN

It is recommended, before you begin to fill in your on-line bid, that you have completed your Investment Proposal, the template can be found on the [website](#). **Details on the on-line form must be consistent with those in your Investment Proposal document.** You will also need to have your supporting documentation ready to attach to your bid before submission.

5. CREATING AN EXPRESSION OF INTEREST

Once logged in you will be taken back to the home page. You should then click on 'Funding Applications' and a number of options will appear. You should click on 'Large Sites Infrastructure Fund' to create your Expression of Interest.

From this screen, you can create a new application (or view and edit your exisiting applications). You can save and edit your applications at any time up to the point of submission.

To create a new EoI, click on 'Create Bid'. This will give you the opportunity to select a previously saved site to base your bid on or create a blank one. A previous site should be shown if a previous bid for ATLAS, Brokerage, Capacity or a previous Funding Request has been made. Select your site from the list or leave the box blank to access the Online Form.

The form is divided into sections:

- Applicant details:
  - Submitting Organisation
  - Lead Applicant
- Eligibility

- Other involved parties or Joint Venture/ Consortium Details

- Site details

  - Location

- Capital funding

  - Eligibility

  - Timescales and Delivery

  - Unit Tenure

  - Infrastructure Financials – Capital Funding,

  - Repayment profiles

  - Infrastructure Planning

  - Wider project Financials

  - Wider Project – Planning status

  - Site Ownership

- Attachments

- Submit Bid Application

Please ensure any attachments are added to your bid before submission. Documents cannot be added afterwards. All applications for Capital Funding will require an Investment Proposal.

Further information on all these sections can be found in the Expression of Interest Guidance Document which can be found on the website.
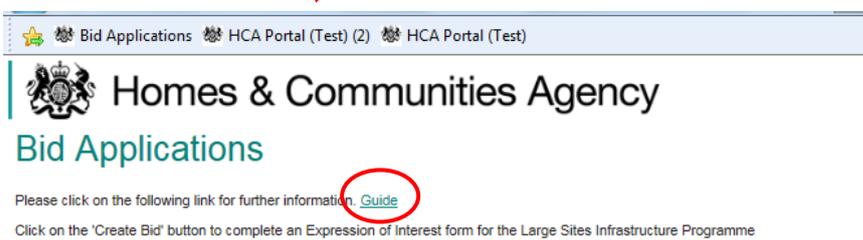
6. COMPLETING THE FORM

It is recommended that you complete all questions on the form in the order that they are presented. Ensure all mandatory fields, marked with a red asterisk, are filled in. Notes and error messages within the system will guide you to ensure your bid is eligible. Where

ineligible responses are given, you will be unable to submit your bid until the highlighted issues have been addressed.

7.   SAVE YOUR BID

It is recommended that you save your bid at regular intervals and again once all the sections have been completed. Bids can be amended any time up until the point of submission.

8.   ATTACHING DOCUMENTS

When your bid has been saved, attach all your supporting documents. Further details on how to do this can be found in the full guidance document. Attachments must be completed before your bid is submitted.

9.   SUBMIT BID

Once submitted, your bid cannot be amended. Please ensure that you are happy with the content of your on-line form and the attachments before clicking "Submit Bid Application". You will be asked to confirm that you wish to proceed with your submission.

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The Homes and Communities Agency is committed to providing accessible information where possible and we will consider providing information in alternative formats such as large print, audio and Braille upon request.