

Builders Finance Fund

SUBJECT TO CONTRACT

Expression of Interest

Quick Start Guide

March 2015

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CONTENTS

1.	INTRODUCTION	1
2.	HOW TO BID	1
3.	REGISTRATION AND CREATING AN ACCOUNT	1
4.	BEFORE YOU BEGIN	1
5.	CREATING AN EXPRESSION OF INTEREST	2
6.	COMPLETING THE FORM	2
7.	SAVE YOUR BID	3
8.	ATTACHING DOCUMENTS	3
9.	SUBMIT BID	3

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1. INTRODUCTION

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

It should be read in conjunction with the prospectus and the full guidance document which sets out more detail on the bidding process and timetable. These can be found on the [HCA website](#).

If you have any queries, you should contact us on Builders.FinanceFund@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 of course you have one already. 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). If you click on the Builders Finance Fund link you will be directed to register before accessing the screen.
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 website so that you can login.

4. BEFORE YOU BEGIN

It is recommended, before you begin to fill in your on-line bid, that you have completed your Investment Proposal. **Details on the on-line form must be consistent with those in your Investment Proposal document.** You will need to have all 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 and other support packages and a number of options will appear. You should click on Builders Finance Fund to create your EOI.

From this screen, you can create a new application (or view and edit your existing applications before submission). You can save and edit your application 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 form to base your bid on or open a blank one. Select a saved bid from the list or leave the box blank to access the Online Form.

The form is divided into the following sections:

- Applicant details
- Eligibility
- Site details
- Scheme eligibility
- Ownership
- Timescales and delivery
- Financial data
- Financial – repayment
- Planning
- Attachments
- Submit Bid Application

Please ensure any attachments are added to your bid before submission. Documents cannot be added afterwards. All applications for the Builders Finance Fund will require an Investment Proposal which includes a summary development appraisal.

Further information on all these sections can be found in the EOI 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 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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