# Template Expression of Interest

* Please submit your EOI online via MS Forms by 26 September at: <https://forms.office.com/r/iADRfRMWu1>
* Unfortunately, MS Forms does not allow you to save and return to your form – answers must be submitted in one sitting.
* A template of the EOI is provided below to help you prepare your responses in advance.

## EOI Overview

The Ministry for Housing, Communities and Local Government is inviting local authorities in England to complete this Expression of Interest form by **26 September 2021** to receive capital funding to install Changing Places toilets.

The following tiers of local government are eligible to apply for funding:

* District Councils
* Unitary Authorities (single tier)
* London Boroughs
* Metropolitan Boroughs

All details relating to this Expression of Interest can be found in the Changing Places prospectus published on 29 July 2021.   
  
Final allocations will be determined through the initial supply/demand measure as set out in the allocation methodology in the prospectus. The weighting for this indicative allocation is 40%.  
  
The following three factors contained in this Expression of Interest make up the remaining 60%, and along with the allocation methodology, will be used to assess the value for money of each authority’s proposals:

1. The number of new Changing Places toilets that will be produced for the funding amount requested (25%)
2. The amount of co-funding from the local authority and partners. (10%)
3. Quality of the proposal, including (25%):

* Types of proposed CPT locations/venues/facilities
* Rationale for these decisions
* Consultation with users
* Deliverability

Full details of the allocation methodology can be found in Annex B of the prospectus [LINK]  
  
Local authorities may submit one EOI only. The EOI should be signed by a named officer with appropriate authority and be approved by the Section 151 Officer to confirm the proposals are deliverable and that ongoing revenue costs of maintaining and cleaning facilities have been identified and committed.  
  
Please read the prospectus and utilise the support available from MDUK to ensure your proposals represent good value for money.  
  
For advice and support on developing your EOI, please contact MDUK at: [cpt.funding@musculardystrophyuk.org](mailto:cpt.funding@musculardystrophyuk.org)

For any IT related support completing this form, please contact the MHCLG Changing Places team at: [ChangingPlaces@communities.gov.uk](mailto:ChangingPlaces@communities.gov.uk)

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| Section 1: Privacy Notice | | |
| 1 | Please tick this box to confirm you have read the Privacy Notice at Annex D of the prospectus, which explains how your personal data will be used and your rights under the Data Protection Act 2018. | *[See tick box on EOI]* |
| Section 2: Local authority details | | |
| 2 | Local authority name | [This will be used to match your data, so please enter your authority's full name] |
| 3 | Full name of responsible officer submitting this EOI |  |
| 4 | Job role of responsible officer |  |
| 5 | Contact email address of responsible officer |  |
| 6 | Please re-enter email address of responsible officer |  |
| Section 3: Funding overview *No commas required - e.g., £50,000 should be entered as 50000* | | |
| 7 | Total amount of funding that your authority is applying for from this fund (£) |  |
| Section 4: Co-funding *Please use* ***Q8*** *to provide the total amount of co-funding you have secured.*  *Please use* ***Q9 - Q17*** *to provide a breakdown of the co-funding amounts sourced from your own authority's resources, and from any partners' resources (including non-local authority partners).*  *• Co-funding eligibility info is set out in further detail in paragraph 6.8 & 6.9 of the prospectus.*  *• Co-funding can include in-kind funding.*  *• Maintenance costs can also be included as co-funding, for the first three years.*  *• Historic expenditure is not eligible as co-funding.* | | |
| 8 | Total amount of co-funding (including from non-local authority partners) that your authority has secured to date, or anticipates securing (£) | *[No commas required - e.g., £5,000 should be entered as 5000]* |
| 9 | Own authority's co-funding resource (£) |  |
| 10 | Partner 1  Name and resource (£) | *[Optional – only complete for each partner you have identified]* |
| 11 | Partner 2  Name and resource (£) |  |
| 12 | Partner 3  Name and resource (£) |  |
| 13 | Partner 4  Name and resource (£) |  |
| 14 | Partner 5  Name and resource (£) |  |
| 15 | Partner 6  Name and resource (£) |  |
| 16 | Partner 7  Name and resource (£) |  |
| 17 | If your use of co-funding includes staff time contributions, please provide a short methodology for how you arrived at the staff time contributions figure.  When your EOI is assessed, if the methodology you provided is not considered a robust or reasonable part of this funding, the co-funding amount considered eligible will be reduced accordingly. (250-word limit) |  |
| **Section 5: Profile of spend**  *Please use* ***Sections 6 - 8*** *to provide a breakdown of your spend, over the next three financial years, in the following four areas:*  *• Grant funding*  *• Cleaning/maintenance costs*  *• Capital co-funding*  *• In-kind co-funding* | | |
| Section 6: Financial Year 2021/2022 *Numeric entry only*  *No commas required - e.g., £10,000 should be entered as 10000* | | |
| 18 | Grant Funding spend in financial year 2021/2022 (£) |  |
| 19 | Cleaning/maintenance costs in financial year 2021/2022 (£) |  |
| 20 | Capital co-funding spend in financial year 2021/2022 (£) |  |
| 21 | In-kind co-funding spend in financial year 2021/2022 (£) |  |
| Section 7: Financial Year 2022/2023 | | |
| 22 | Grant Funding spend in financial year 2022/2023 (£) |  |
| 23 | Cleaning/maintenance costs in financial year 2022/2023 (£) |  |
| 24 | Capital co-funding spend in financial year 2022/2023 (£) |  |
| 25 | In-kind co-funding spend in financial year 2022/2023 (£) |  |
| Section 8: Financial Year 2023/2024 | | |
| 26 | Grant Funding spend in financial year 2023/2024 (£) |  |
| 27 | Cleaning/maintenance costs in financial year 2023/2024 (£) |  |
| 28 | Capital co-funding spend in financial year 2023/2024 (£) |  |
| 29 | In-kind co-funding spend in financial year 2023/2024 (£) |  |
| Section 9: CPTs & Co-funding if allocated minimum amount of £40k *Please use Q10 & Q11 to tell us how many CPTs and co-funding you would be able to provide, if you were allocated the minimum amount of funding (£40k)*  *Numeric entry only*  *No commas required - e.g., £10,000 should be entered as 10000* | | |
| 30 | In the event of your authority being allocated the minimum amount of funding (£40k), how many CPTs would you be able to produce? |  |
| 31 | In the event of your authority being allocated the minimum amount of funding (£40k), how much co-funding would you be able to provide, including from non-local authority partners? (£) |  |
| **Section 10**: **CPT provision - venue address, type & rationale**  *Please use* ***Section 11*** *onwards tell us about each CPT you propose to install, including address, type of venue/place, and rationale.*  *For more info on venue types, please see the results from the research consultation, at Annex A of the prospectus.*  The online EOI form will enable you to complete additional responses for up to 10 venues. Please copy and paste Section 11 as required to prepare your responses for each venue within this Word document. | | |
| Section 11: Venue 1 | | |
| 32 | Building/location name (optional) |  |
| 33 | Street Address |  |
| 34 | Town/City |  |
| 35 | County |  |
| 36 | Postcode |  |
| 37 | Parliamentary Constituency |  |
| 38 | Type of venue/place Select one | Country parks/open spaces/seaside |
| Tourist attractions |
| Transport Networks (including motorway services) |
| Entertainment (e.g. cinemas, bowling alleys, theatres) |
| Retail |
| Hospitality (e.g. restaurants, cafes, pubs) |
| Healthcare buildings |
| Leisure/sport venues |
| Other *(please tell us which)* |
| 39 | Venue 1 - what is the rationale for choosing this venue/location?  Please provide details of why this location has been chosen, the commitment of partners to deliver this facility, and who you have engaged with to determine feasibility/desirability of this location (including local user groups) (250-word limit) |  |
| 40 | Would you like to add another venue? | *[Yes/No]* |
| **Copy and paste Section 11 to add more venues as required below.***Sections 12 – 20 of online EOI enable you to add additional venues, and include Questions 41 - 120* | | |
| **Section 21: Other information** | | |
| 121 | Please use this space to share any other information that you think is relevant to your application (250-word limit) | *[Optional]* |
| Section 22: Declaration | | |
| 122 | I confirm that the information provided in this EOI has been assured by a relevant council official i.e., Section 151 Officer, and that sufficient revenue funding has been identified by those responsible for the up-keep and maintenance of all Changing Places facilities delivered through this funding for the lifetime of the asset. | *[See tick box on EOI]* |