

Date Received	
Project Ref No	

Oxfordshire Strategic Creative, Cultural, Heritage and Tourism Investment Plan (CCHTIP)

Proposal Form

For information on the objectives and priorities for the CCHTIP and advice on how to complete this form, please see the accompanying guidance notes.

Completed Proposal Forms should be submitted to cchtip@oxfordshirelep.com by 5pm on 31st August 2015. If you have any queries, please contact us via the same email address.

Compulsory information

The information provided in this section of the form will be used as the basis for comparing and selecting proposals for inclusion in the CCHTIP. The following fields must be completed for your proposal to be considered.

OxLEP Use:

Date Received	
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1. OVERVIEW OF YOUR PROPOSAL

Name of your proposal

Description of your proposal
(up to 200 words)

Proposal type <i>(eg strategic project, investment programme, supporting intervention)</i>	
Location <i>(eg. whole county, area of city, town, village, parish. Please attach a plan or GIS shapefile showing the geographical boundary where relevant)</i>	
How soon could the project start?	
How long would it last?	
Will the impacts be temporary or permanent?	
Approximate cost	
Identified funding sources	
2. DETAILS OF THE ORGANISATION OR PARTNERSHIP RESPONSIBLE FOR THE PROPOSAL	
Name and address of proposing organisation including post code	
Name of lead contact	
Position in organisation	
Email	
Telephone number	
Type of organisation <i>(Please tick the relevant box)</i>	<input type="checkbox"/> NDPB, other bodies & organisations within central government <input type="checkbox"/> Local Authorities <input type="checkbox"/> Public Corporations <input type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Private Sector Companies <input type="checkbox"/> Other:

Website				
Potential partners				
3. STRATEGIC RELEVANCE AND BENEFITS OF YOUR PROPOSAL				
(A) How does your idea relate to one or more of the Oxfordshire Strategic Economic Plan themes?				
Strategic Economic Plan thematic area(s) <i>(Please tick the relevant boxes)</i>	People	Place	Enterprise	Connectivity
Please explain how your proposal relates to the thematic area(s) selected <i>(Up to 200 words)</i>				
(B) How would your proposal contribute to the objectives and priorities of the Oxfordshire Strategic Creative, Cultural, Heritage and Tourism Investment Plan? (Up to 200 words)				

(C) Will your proposal directly create opportunities for employment and/or skills development? (Up to 100 words)

(D) Will your proposal benefit vulnerable groups or deprived communities? (Up to 100 words)

(E) Will your proposal target priority locations for development or regeneration? (Up to 100 words)

Supplementary information (optional)

Please use this section of the form to provide supplementary information which you feel helps to describe or make the case for your project. This information will be used to inform the content of the CCHTIP in the event that your proposal is included.

You are encouraged to provide additional, relevant information if you have it to hand, but are not expected to undertake new analysis, feasibility studies, design work etc. in order to complete this section of the form. **Your proposal will still be considered and will not be penalised if you do not complete the following sections of the form.**

4. CONTEXT AND IDENTIFICATION OF NEED

Please describe the challenge or opportunity that the proposal is intended to address and the current state of related economic and social conditions.

(Up to 200 words with supporting plans, analysis or other information provided as attachments)

5. AIMS AND OBJECTIVES OF THE PROPOSAL

Please explain what the project you are proposing is going to achieve, including specific objectives which are SMART i.e. specific, measurable, achievable, realistic and time-bound.

(Up to 200 words)

6. IMAGES

If you have any high quality images related to your project proposal please include them as attachments. For example, these could show the proposed location, plans or designs if available, or illustrate some of the positive outcomes that the proposal will deliver.

7. APPROACH

How will your proposal be delivered and how will it operate? *(Up to 200 words)*

8. FINANCIAL CASE AND COST BENEFIT ANALYSIS

Project Financial Summary

	Government/ Other Fund Ask (a) <i>(If applicable)</i>	Other Match Funding (b) <i>(If applicable)</i>	Private Sector Match Funding (c) <i>(If applicable)</i>	Project Totals (d)	Contribution Rates (a)/(d) x 100
Capital	£	£	£	£	%
Revenue	£	£	£	£	%

Please explain briefly why funding is required and describe the financial case and cost benefit analysis for your proposal, with reference to the following points:

(A) Please provide an estimate of the approximate cost and demonstrate a need for funding.

(B) Describe the benefits, including:

- Any potential for direct income generation
- Impact on the creative, cultural, heritage or tourism sectors
- Economic benefits
- Social benefits

(C) Please provide details of sources of funding and any associated risk to the project.

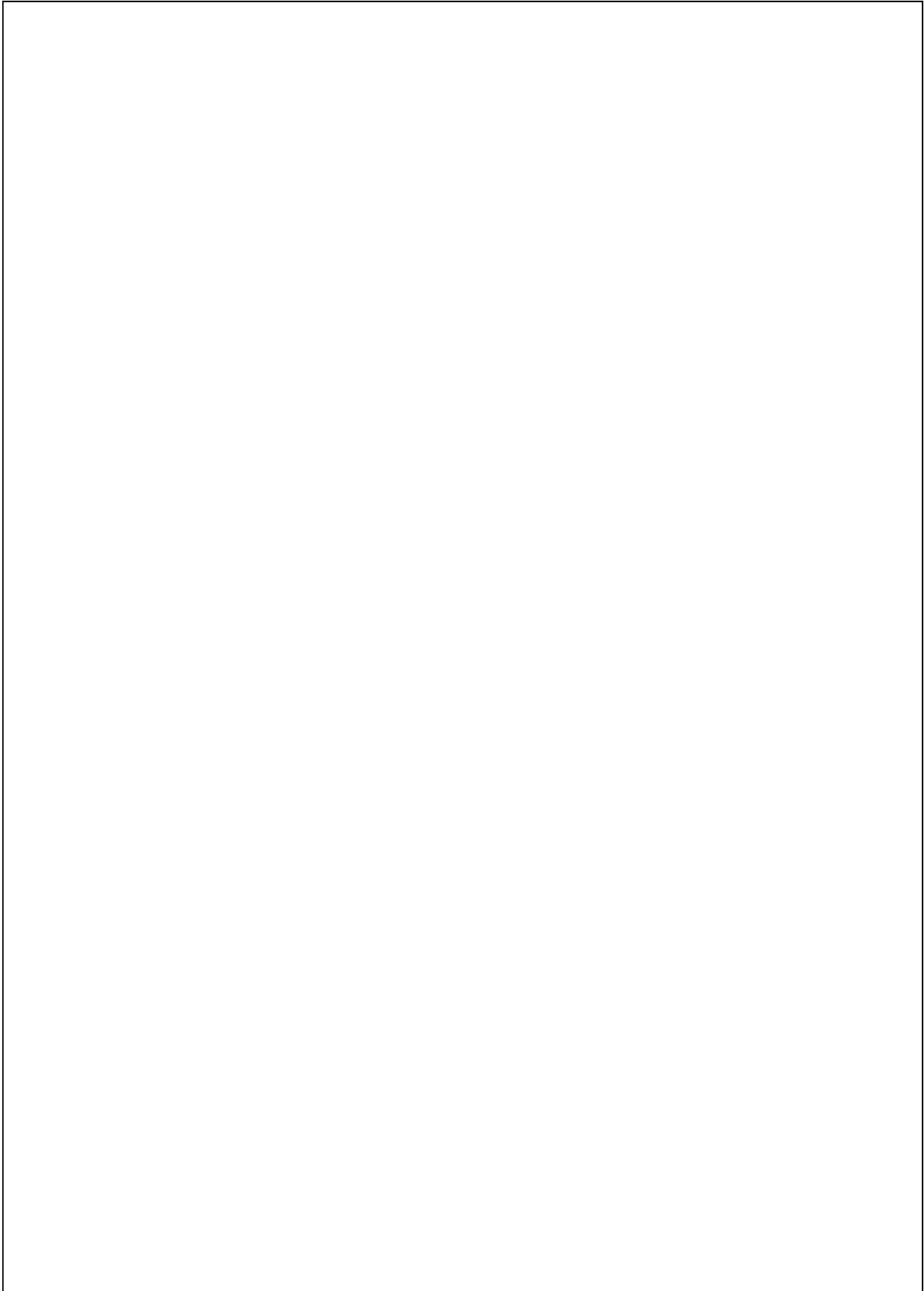
- Funding commitment by the project proposer
- Financial standing of the project proposer
- Soundness of basis for indicative cost estimate
- Sources and soundness of matching funding

(D) Will your project deliver Value for Money?

- Cost benefit of the project is significantly positive
- Cost of contribution to project related to impact of project

(E) Please describe how the project will continue once the investment ends. If the project has a finite lifetime, state this and explain how the project will be sustained and managed over this lifetime, or explain the steps that will be taken to ensure the project is sustained and managed in perpetuity.

(Please provide no more than 2 sides of A4 for your response to this section)



9. MANAGEMENT CASE

Please describe how the delivery of your proposal would be managed, with reference to the following points:

(A) Project Management and Delivery Structures

- Please describe the resources, knowledge, expertise and skills that you and any delivery partners have to deliver the project. (This should include any previous rounds of City Deal, Local Growth Fund and others).

(B) Monitoring, Reporting and Control

- Explain the monitoring, reporting and control arrangements. Describe who will undertake the monitoring and how often, and who has overall responsibility.

(C) Risk Management

- Projects are advised to identify risks as part of the proposal process and explain how they will be managed.

(Please provide no more than 1 side of A4 for your response to this section)