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| **Strategic Environmental and Economic Investment Plan (SEEIP)**  **Proposal Form**  ***For information on the objectives and themes of the SEEIP and advice on how to complete this form, please see the accompanying guidance note.*** |

Completed Proposal Forms should be submitted to [SEEIP@oxfordshirelep.com](mailto:SEEIP@oxfordshirelep.com) by 5pm on 26th June 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 SEEIP. The following fields must be completed for your proposal to be considered.

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| **overview of YOUR PROPOSAL** | |
| **Name of your proposal** |  |
| **Description of your proposal**  ***(up to 200 words)*** |  |

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| **Proposal type**  ***(eg strategic project, investment programme, supporting intervention)*** |  | | | | |
| **Location**  ***(eg. whole county, area of city, town, village, parish. Please attach a plan or GIS shapefile showing the geographical boundary where relevant)*** |  | | | | |
| **How soon could the project start?** |  | | | | |
| **How long would it last?** |  | | | | |
| **Will the impacts be temporary or permanent?** |  | | | | |
| **Approximate cost** |  | | | | |
| **Identified funding sources** |  | | | | |
| **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**  ***(Please tick the relevant box)*** |  | NDPB, other bodies & organisations within central government | | | |
|  | Local Authorities | | | |
|  | Public Corporations | | | |
|  | Not for Profit Organisation | | | |
|  | Private Sector Companies | | | |
|  | Other: | | | |
| **Website** |  | | | | |
| **Potential partners** |  | | | | |
| **Strategic RELEVANCE AND BENEFITS OF YOUR PROPOSAL**   1. **How does your idea relate to one or more of the Oxfordshire Strategic Economic Plan themes?** | | | | | |
| **Strategic Economic Plan thematic area(s)  *(Please tick the relevant boxes)*** | **People** | | **Place** | **Enterprise** | **Connectivity** |
|  | |  |  |  |
| **Please explain how your proposal relates to the thematic area(s) selected**  ***(Up to 200 words)*** |  | | | | |
| 1. **How would your proposal contribute to the objectives and themes of the Strategic Environmental Economic Investment Plan? *(Up to 200 words)*** | | | | | |
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| 1. **Will your proposal directly create opportunities for employment and/or skills development? *(Up to 100 words)*** | | | | | |
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| 1. **Will your proposal benefit vulnerable groups or deprived communities? *(Up to 100* words*)*** | | | | | |
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| 1. **Will your proposal target priority locations for development or regeneration? *(Up to 100 words)*** | | | | | |
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**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 SEEIP 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.

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| **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, social and/or environmental conditions.  *(Up to 200 words with supporting plans, analysis or other information provided as attachments)*** | | | | | |
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| **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)*** | | | | | |
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| **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.** | | | | | |
| **Approach**  **How will your proposal be delivered and how will it operate? *(Up to 200 words)*** | | | | | |
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| **financial case and cost benefit analysis** | | | | | |
| **Project Financial Summary** | | | | | |
|  | **Government/ Other Fund Ask (a)** *(If applicable)* | **Other Match Funding (b)**  *(If applicable)* | **Private Sector Match Funding (c)**  *(If applicable)* | **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:**   1. **Please provide an estimate of the approximate cost and demonstrate a need for funding.** 2. **Describe the benefits or impacts, including:**  * **Any potential for direct income generation** * **Environmental and ecosystem services benefits or impacts** * **Economic benefits or impacts** * **Social benefits or impacts**  1. **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**  1. **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**  1. **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)*** | | | | | |
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| ***Management Case***  ***Please describe how the delivery of your proposal would be managed, with reference to the following points:***   1. ***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).***  1. ***Monitoring and Reporting and Control***  * ***Explain the monitoring, reporting and control arrangements. Describe who will undertake the monitoring and how often, who has overall responsibility.***  1. ***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)*** | | | | | |
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