

DERBY CITY COUNCIL CITY LIVING INITIATIVE GUIDANCE FOR COMPLETING THE FULL APPLICATION

The Full Application Process – A Brief Overview

The Full Application Guidance is for use by Applicants seeking funding under the City Living Initiative, who have had an Outline Application endorsed and formally invited to submit a Full Application.

The endorsement of Outline Applications will be confirmed in writing to Applicants and will also detail any issues required to be specifically addressed within the preparation of Full Applications. It is critically important that any such issues are fully addressed as this will enable the appraisal of a Full Application to be undertaken which may otherwise delay this process.

Please note, there are a number of key documents required to be submitted as part of the Full Application submission which are identified in the Full Application Check List which is at the end of the application form.

If a project is approved at Full Application the Applicant will be required to enter into a Legal Agreement with DCC. The nature and structure of this Legal Agreement will depend on the type of funding proposed to be invested by DCC. The Agreement will define project roles and responsibilities of each party, the nature, amount and timing of funding to be invested (by each party), repayment provisions and any other conditions attached to the Regeneration Funding.

Further details in respect of the required Legal Agreement will be discussed with Applicants on a project by project basis throughout the appraisal process.

Completing the Full Application

Project Name:	Please ensure the project name remains consistent with name given at Outline stage.
Project Start Date:	The estimated start date assuming funding is approved. This date must be realistic and in the future to allow for the further development, appraisal, approval and any legal processes.
Project End Date:	The estimated physical completion date based on the start date given.
Occupation Date:	The date by which the scheme is anticipated to be fully occupied.
Project Value:	The total estimated market value of the completed project.
Total Project Cost:	The total estimated costs in developing and delivering the project.

DCC Funding:

The total amount of funding required from DCC. Please detail explicitly the amount of Loan funding required and separately the amount of Grant funding required. Grant funding is only available in exceptional circumstances where scheme viability is marginal as a result of key deliverables around sustainability, design or factors pertaining to historic building conservation.

1. Applicant Details

Company Name:	The name of the organisation who is submitting the Full Application and who would be entering into any legal agreement with DCC should the project be approved.
Company Address:	The address of the organisation submitting the Full application.
Company Registration No:	The number of the company as registered with Company's House.
Contact Name:	The person who will work with us on the day-to-day management of the project.
Email address:	For the point of contact noted above.
Contact telephone Numbers:	For the main point of contact.
Web Address:	For the company making the Full Application.
Number of Employees:	Total number of persons employed by the Company submitting the Application. This information is required in order that it can be established whether an Application is a micro, Small or Medium Enterprise (SME).
% control by a non-SME:	<p>The definition of SMEs are defined as follows:</p> <ul style="list-style-type: none">• The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.• Within the SME category, a small enterprise is defined as an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million.• Within the SME category, a micro-enterprise is defined as an enterprise which employs fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 2 million. <p>If a company (Applicant) is subject to more than 25% ownership/control by a company who is not an SME, the Applicant company does not meet the criteria to qualify as an SME.</p>
Details of Associated or Group Companies:	If the Applicant has any Associated Companies or forms part of a group of companies, please provide details accordingly.

Annual Turnover:	For the Company and/or controlling/group of Company or Companies submitting the Full Application.
Balance Sheet:	The total figure identified in the balance sheet for the Company as contained within the latest set of Company accounts.
Public Sector Funding:	Confirm whether as an organization, group or Associated Company has been awarded any public sector funding for a specific project and whether this project has been successfully delivered.

2. Project Partners

Partner Organisations:	Provide details of any organisations involved in delivering the project and/or outputs and confirm respective roles and responsibilities i.e. local colleges, training organisations, etc...
------------------------	--

3. Site Details

Location:	For the site (or part of the site) upon which the project is to be developed.
Site Area:	For the subject project in hectares.
Existing Floorspace:	For any buildings subject to conversion.
Ownership/Occupation:	Confirmation of the current ownership of the site and if not held by Applicant how a controlling interest will be secured and timescales for doing so to enable delivery of the proposed project. Also confirm any occupational interests on the site/buildings and how vacant possession will be obtained if required to facilitate development.
Restrictive Covenants/ Easements/Title Issues:	Provide details of any matter which has either been resolved or is required to be addressed which may impact upon the delivery of the project.
Age of the building:	Information required to help determine a particular status of the building or whether its age restricts or promotes refurbishment of the building
Existing /Former Use:	Of the site including any last known use.
Existing Condition:	Detailing any known site conditions, contamination/dereliction issues.
How Site Issues have been	

Addressed:	Confirm details of any site/building investigations undertaken and solutions proposed for any issues identified. If the site or buildings have been subject to any remedial works previously undertaken, please provide full details.
SI reports/remediation strategy:	Are there any site investigation reports or remediation strategies available for the site or information pertaining to limiting factors in respect of building refurbishment such as condition surveys – please append any to the application.
Statutory Notices:	Are there any statutory notices affecting the site or building. Are there any restrictive covenants or other rights which affect the proposed refurbishment or development proposal.
Has this Site/Project Previously Received Public Funding:	Please provide details of funding Authority, type, amount and date of funding approved. Confirm whether any funding has been drawn down and current status of application/approval.
Other comments:	To provide any further information in respect of the site.

4. Project Description

Project Description:	A full description of the project including what it is, who is undertaking the scheme and the target market for the completed scheme. Also provide information relating to any known requirements/demand for the project.
Anticipated Outcomes:	Please complete the table as indicated and provide additional comments or information in the final column as directed.
Project Feasibility:	Please provide details of any project feasibility assessments, development appraisals, design work or other project costing information which demonstrates that the project is fundamentally viable but not currently deliverable. Where there is a viability gap as a result of design/sustainability or other limiting factors the project may be considered suitable for the awarding of some gap funding. This is only available where the project is only marginally unviable. Please append supporting information to the application.
Planning:	Confirm the status of the project and if planning consent is required or subject to conditions or section 106 agreement provide details accordingly.
Design Standards:	Please provide details of all standards the project will achieve including BREEAM, green/sustainable measures, renewables, etc.

Appraisal Information:	Complete the summary appraisal and ensure all supporting information to substantiate costs and values are provided. Please also refer to the Full Application Check List.
Funding Required:	Clearly state the amount, type and timing of funding required facilitating the project, confirming proposals for repayment of funding and distribution of profits.
Other Source of Funding:	Confirm all other amounts and sources of funding proposed for the project; provide written confirmation of funding secured from funding partners. If other required sources are not yet in place, confirm proposals and timescales for securing this accordingly.
Disposal Strategy:	Provide details as to how the occupation of the completed scheme will be secured.
Repayment of Funds/ Security Offered:	Please detail what assumptions are made in respect of receipt and repayment of funds from DCC. What security is the applicant able to offer DCC to mitigate against the risk of funding awarded.
Consultations:	Confirm details of any organizations or individuals consulted in respect of this project and their views.
Programme:	Provide a programme from project inception including site acquisition (if required), securing all required funding, obtaining planning consent, construction programme, marketing, disposal/occupation.
Options:	Details are to be provided of all options explored for bringing forward the delivery of the proposed project. Applicants are required to demonstrate why the preferred option will generate value for money in terms of being the least amount of funding required and that will deliver all of the identified outputs. The preferred option must therefore make best use of the resources deployed.

5. Project Outputs

Number of Residential Units
Created - Conversion:

An indication as to the number of residential units developed through the buildings conversion

Number of Residential Units
Created – New Build:

An indication as to the number of new build residential units developed.

Private Sector Investment: The amount of funding to be vested by the Applicant either from own resources or bank finance/lending.

Brownfield Land Remediated Floor Space Converted: The amount of brownfield land brought back into beneficial use (if applicable) or the amount of redundant floorspace converted into residential use.

Outcomes: Describe how the project will support establishing a City Living market in the City Centre and any linkages to other projects. Also confirm whether the project will contribute to preserving/enhancing existing heritage assets and public realm. Also confirm any arrangement (to be put) in place to maximize local employment and training opportunities and use of local suppliers.

6. Deliverability

Issues and Risks: Information is required in respect of any issues which would prevent or delay the project being delivered as proposed. A number of key issues have been identified in the form which is required to be completed along with any other potential issues which may be specific to individual projects.

Procurement: Confirmation is required as to how all site/construction works will be procured and that these are in accordance with public sector procurement regulations requiring a competitive tendering process.

7. Proposer Declaration

Confirmation of authority by the controlling organisation to make applications for funding and to make legally binding commitments.

Confirmation that the information is to the best of the applicant's knowledge accurate and correct.

8. Schedule of Supporting Information

Required information - please tick to confirm documents as identified are appended to this outline application.