

# DERBY CITY COUNCIL REGENERATION FUND GUIDANCE FOR COMPLETING THE OUTLINE APPLICATION

## The Outline Application Process – A Brief Overview

Derby City Council (DCC) has a defined process for appraising and approving requests for project funding under the Regeneration Fund. This process has three stages identified as Preliminary Project Assessment (PPA), Outline Application and Full Application. The PPA stage will have been completed prior to an invitation to submit an Outline Application being issued and is essentially undertaken by Thomas Lister Consultants on behalf of DCC when an initial enquiry for funding is made.

The Outline Application Stage provides the opportunity to obtain basic details of a project at an early stage to enable DCC to assess if this is a project they wish to support further because it has the potential to provide the outputs and benefits identified within the Investment Strategy and Business Plan.

If the assessment of a project shows the above potential, the Outline Application may be endorsed and the Applicant invited to develop a Full Application. Any endorsement is likely to carry conditions which will provide guidance in the development of a project to make the case for funding at Full Application Stage.

If the assessment of project determines that this does not have the potential to make the full case for funding, the reason(s) for this decision will be explained. This will avoid any further abortive work in developing a project that DCC will be unable to fund.

## Completing the Outline Application

Project Name:	What will the project be called? Please try and avoid long and over-complicated names, but be explicit if for example this relates to particular phase of a larger scheme.
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.
Project Cost:	The total estimated costs in developing and delivering the project.
DCC Funding:	The total amount of funding required from DCC.

## 1. Applicant Details

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Company Name:	The name of the organisation who is submitting the Outline Application.
Company Address:	The address of the organisation submitting the Outline.
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 Outline Application.
Number of Employees:	Total number of persons employed by the Company submitting the Application.
% control by a non-SME:	<p>The definition of Micro, Small and Medium Enterprises (SMEs) are defined as follows:</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.</li></ul>
Annual Turnover:	For the Company and/or controlling/group of Company or Companies submitting the Outline 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 any public sector has been awarded for a specific project and whether this project has been successfully delivered.

## 2. Site Details

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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 to be retained on site and refurbished.
Ownership/Occupation:	Confirmation of the current ownership of the site and if not held by Applicant how a controlling interest can be secured 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.
Existing /Former Use:	Of the site including any last known use.
Existing Condition:	Detailing any known site conditions, contamination/dereliction issues.
Other comments:	To provide any further information in respect of the site.

## 3. Project Description

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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/need for the project.
Funding Required:	Confirmation as to the type and level of funding required from DCC to facilitate development. Confirm proposals including timescales for potential repayment of funding to DCC. A separate development appraisal to be provided setting out all cost and value assumptions incorporating the funding sought from DCC.
Programme:	For the project including acquisition, obtaining planning permission, site investigations, commencement of development, practical completion and occupation/disposal.
Options:	Funding is being sought because there are insufficient resources to solve this problem without public sector support. DCC resources are extremely limited and to justify any DCC investment it needs to be demonstrated that more than one option has been explored when developing the project and the option that makes best use of the resources selected.

Please detail these options and explain why the one selected is the best one. A detailed breakdown of figures is not required, just a clear argument in favour of the preferred choice.

If the Outline Application is endorsed, more details and justification of the option selected will be required at Full Stage.

#### **4. Project Outputs**

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<b>Jobs created/safeguarded:</b>	An estimate of the total number of employees that could be accommodated within the completed building either as a new company to, or retaining an existing company to Derby.
<b>Private Sector Investment:</b>	The amount of funding to be vested by the Applicant either from own resources or bank finance/lending.
<b>Floorspace Constructed:</b>	The gross amount of new floorspace to be provided by the project.
<b>Floorspace Refurbished:</b>	The gross amount of refurbished floorspace to be provided by the project.
<b>Outcomes:</b>	Describe how the project will support establishing an office sector 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.

#### **5. Deliverability**

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<b>Issues and Risks:</b>	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.
<b>Procurement:</b>	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.