

**Expression of Interest  
Plymouth Strategic Investment Framework – Enterprise Infrastructure**

<b>1. Project Name:</b>					
<b>2. Applicant Organisation</b>		<b>3. Nature of Organisation</b>			
<b>4. Contact within organisation</b>			<b>5. Contact Address</b>		
<b>6. Telephone Number</b>				<b>7. Website address if applicable</b>	
<b>8. E-mail</b>					
<b>9. Location of proposed project</b>		<b>10. Project timescales</b>	<b>From:</b>	<b>To:</b>	
<b>11. Feasibility</b>					
<b>Has feasibility research (both in terms of design feasibility and market demand) in relation to the project been undertaken (if so, please append to this application)?</b>	<b>If not, please summarise below what you wish the feasibility research to focus on</b>				
<b>12. Description of project</b> (what will happen, where and how, and how will the workspace be used after the capital build phase is complete)					
<b>13. Evidence of need and / or opportunity</b> (please provide any workspace demand assessments that have been undertaken)					
<b>14. Who will be responsible for managing the design and capital build phases of the project</b> (please provide details of their experience)					
<b>15. Business plan:</b> briefly describe the main components of your business plan that illustrate the long term viability of your project (ie, its financial sustainability once the capital build phase is complete)					

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**16. Estimated timescales:** Please indicate the key milestones for this project if invited to submit a full application.

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Please now complete the appendix, setting out the **costs** of your project, the sources of **funding** and the key delivery **milestones**

<b>Guidance Notes</b>	<b>Please ensure you have read these guidance notes prior to completing and submitting this EOI.</b>
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Question Number	Guidance (if in doubt about what you should include on this EOI, contact.....)
1	Give your project a descriptive name to allow us to rapidly identify it – eg <i>Plymouthton Workspace Project (PWP)</i>
2	The name of the constituted body applying for grant funding
3	<p>You should specify the legal status of your organisation. The list below is not exhaustive, but covers most types of organisation who might be applying:</p> <ul style="list-style-type: none"> <li>▪ Private company limited by guarantee</li> <li>▪ Plc</li> <li>▪ Social Enterprise (eg, Community Interest Company)</li> <li>▪ Community Development Trust</li> <li>▪ Other charitable company with appropriate constitutional objectives aligned with the SIF</li> <li>▪ Public sector</li> </ul>
4, 5, 6, 8	The details of the person within (or contracted by) the applicant organisation to develop this bid
7	Website of the applicant organisation (question 2)
9	The location of the proposed project (part of Plymouth, street name, number and postcode)
10	The full anticipated duration of the project, including feasibility and design stages
11	<p>If feasibility work (including market demand studies) has already been undertaken, this should be submitted in full with this application. In the space below this question, briefly describe the scope of the feasibility work, when it was undertaken and its main findings relevant to the bid.</p> <p>Where feasibility research has not been undertaken, it will be required as a first step to putting together a sound project proposal. You should therefore briefly outline what feasibility (including market demand assessment) work will be required and what it will focus on. Design feasibility should include potential for gaining planning permission, utilities, whether the available space can meet the design requirements, land ownership and party wall issues, BCIS estimated costs and risk assessment etc</p>

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12	Briefly describe what the funding you are applying for will pay for – ie, what is going to be built / refurbished / renovated by the money. Describe what phases the project will need to go through and set out in concise terms what will happen when the capital build phase of the project is complete – ie, how much workspace will be created, of what type, supporting how many businesses / individuals (and what type of business), etc.
13	Briefly set out any evidence you have that makes a clear case for public funding to be used to provide new or upgraded workspace through your project. This case should be based first and foremost on a pressing need, but it will also be strengthened by any specific opportunities or evidenced demand that you are able to point to. Note that if you are invited to submit a more detailed application, you will be expected to provide a robust, evidence-based justification for public funding.
14	<p>Set out who it is that you propose will manage the design and build contracts of the project from your organisation. Where this is to be contracted out, please set out in outline the procurement process you will use to select the contractor.</p> <p>Capital programmes and projects often suffer from overruns and overspends, and we will only fund those projects that are able to provide high quality project management.</p>
15	<p>We are not looking for your full business plan here (although if you have one that fits this specific project, please append it). What we require here is a concise description of the main elements of your business plan:</p> <ul style="list-style-type: none"> <li>▪ What market are you aiming to serve and how will you penetrate this market;</li> <li>▪ How much income do you expect the new / upgraded workspace to generate based on realistic occupancy rates and turnover;</li> <li>▪ What is your forecast expenditure; and</li> <li>▪ Set out how any cost over-runs will be financed (contingencies are ineligible for ERDF).</li> </ul> <p>You will be expected to complete a design and construction cost cashflow forecast as well as full 5 year operational cashflow forecast at the time of submitting a full application. At this stage it is sufficient to explain, in narrative form, how what you are proposing is financially sustainable.</p> <p>Note: If invited to submit a more detailed application the design will need to be sufficiently developed to provide cost certainty at submission.</p> <p style="background-color: yellow;">Please also note that if your project falls within the Health and Safety Regulations and approved code of practice (ACOP) it is required that a CDM (construction, design and management) coordinator is employed before design commences</p>
16	Milestones will include pre-application stages such as completion of any feasibility work, completion of design stages to RIBA E, and obtaining planning and any other mandatory consents, all of which will need to be completed prior to submission of a full application. Post approval milestones should also be included, such as timescales for appointment of contractors (ensuring ERDF procurement requirements are followed), commencement and completion of build, and date of opening.