

GOOD GROWTH FUND 2018

STAGE 2 APPLICATION FORM

DETAILED FEEDBACK

Project name

Lead organisation name

Overall feedback indicating project strengths, weaknesses, and areas to be developed.

Proposed allocation of funding

Amount

Capital grant

Repayable grant (loan)

European Social Fund

GENERAL INFORMATION

The first section of the Stage 2 application form is a summary of our feedback, including a proposed allocation of funding. Please use the comments provided as a starting point for developing your application. If anything is unclear please ask your GLA contact.

Please complete all sections of this Stage 2 application form. It is a continuation of the material you previously supplied us, so there will be a degree of repetition between the two applications, but we still require all questions to be answered with the most up-to-date information available. The Stage 2 application offers applicants the opportunity to corroborate and verify information provided previously, as well as update us on any recent developments to your project.

Applications that are not presented in this template will not be considered. Please do not edit the size and the format of the text fields in the application form or we will disregard your application. The minimum font size for each section is 9pt and it is important to make sure your answer stays within the word limit. We recommend using Adobe Reader, a free Adobe software, to complete the application form. Please note that using software other than Adobe Reader may result in disabling interactive functions.

Additional information in support of your proposal will be considered, this may be something which helps us to understand your project better or which supports a specific aspect of the proposal (for example evidence of demand, need or support). Supporting information may be Word or PDF documents (e.g. survey results, user-centred research, soft market testing, feasibility studies, drawings) but may also be in other formats, including images, videos, links to information on the internet or social media (e.g. a Twitter poll or Facebook page). We will not accept additions to the main application via supporting documents (i.e. no additional notes can be added to a particular section of the form in order to breach the word limit).

Completed Stage 2 Application forms and supporting documentation should be submitted by email to **goodgrowthfund@london.gov.uk** by **22 October 2018**. Please ensure that:

- All documents being submitted are listed in this form under Section 5.1 – Supporting documents
- All documents have clear, short names as per the examples in Section 5.1 – Supporting documents
- Wherever possible, all documents should be attached to a single email, with the email including a link to a file transfer service if you need to send large files
- Wherever possible, individual documents should be merged into large documents (for example, it would be helpful if you can submit one PDF including multiple letters of support rather than submitting several letters individually)

Feedback cannot be provided on drafts of your application, but if you have any queries about how to complete your form please email your query to **goodgrowthfund@london.gov.uk**. **Please note the last possible date to submit queries when we can guarantee a response is 17 October 2018.**

CONTENTS

1. APPLICANT CONTACT INFORMATION

- 1.1 Lead applicant**
- 1.2 Key contact**
- 1.3 Other participating organisations**

2. PROJECT DESCRIPTION

- 2.1 Project location**
- 2.2 Project summary (maximum 80 words)**
- 2.3 Project aims (maximum 1750 words)**
- 2.4 Project activities (maximum 1750 words)**
- 2.5 Project support (maximum 775 words)**
- 2.6 Project risks**
- 2.7 Project beneficiaries (maximum 675 words)**
- 2.8 Design Management Arrangements (maximum 1400 words)**

3. PROJECT FUNDING

- 3.1 Funding breakdown**

4. VALUE FOR MONEY

- 4.1 Deliverables**
- 4.2 Legacy (maximum 850 words)**
- 4.3 Evaluation (maximum 700 words)**

5. APPENDICES

- 5.1 Supporting documents**
- 5.2 Due diligence**

6. DECLARATION

1. APPLICANT CONTACT INFORMATION

1.1 Main applicant details

We encourage partnership applications to the Good Growth Fund, but any project will require a lead organisation able to enter into legal agreement with the Greater London Authority, receive our funding and manage the project cash flow accordingly. Please indicate the lead organisation here.

Lead organisation name

Trading name (if different to the above)

Registered address

Registered company or
charity number (if relevant)

VAT registration number (if relevant)

Type of organisation

If other, please specify

Are multiple parties involved in delivering this project?

Yes

No

1.2 Key contact

Please ensure these details are accurate as we will require a central contact for any queries and information requests and to advise you of the outcome of your application.

Project manager name

Role within the organisation

Contact email address

Contact phone number

Are you related to any elected GLA officials or members of our staff?
This is to establish if there will be any conflict of interest when assessing your application.

Yes

No

If yes, please state their names and team(s) they work in

Since your Stage 1 application (and outside of the Regeneration Unit), have you been in contact with any elected Greater London Authority officials or members of our staff in relation to your project?

Yes

No

If yes, please state their names and team(s) they work in and the nature of support.

1.3 Other participating organisations

[illegible]

2. PROJECT DESCRIPTION

2.1 Project location

Location / Site / Building name

Address

Indicative
postcode
(This is to enable
us to map your
application)

Borough

Ownership of site (maximum 500 words)

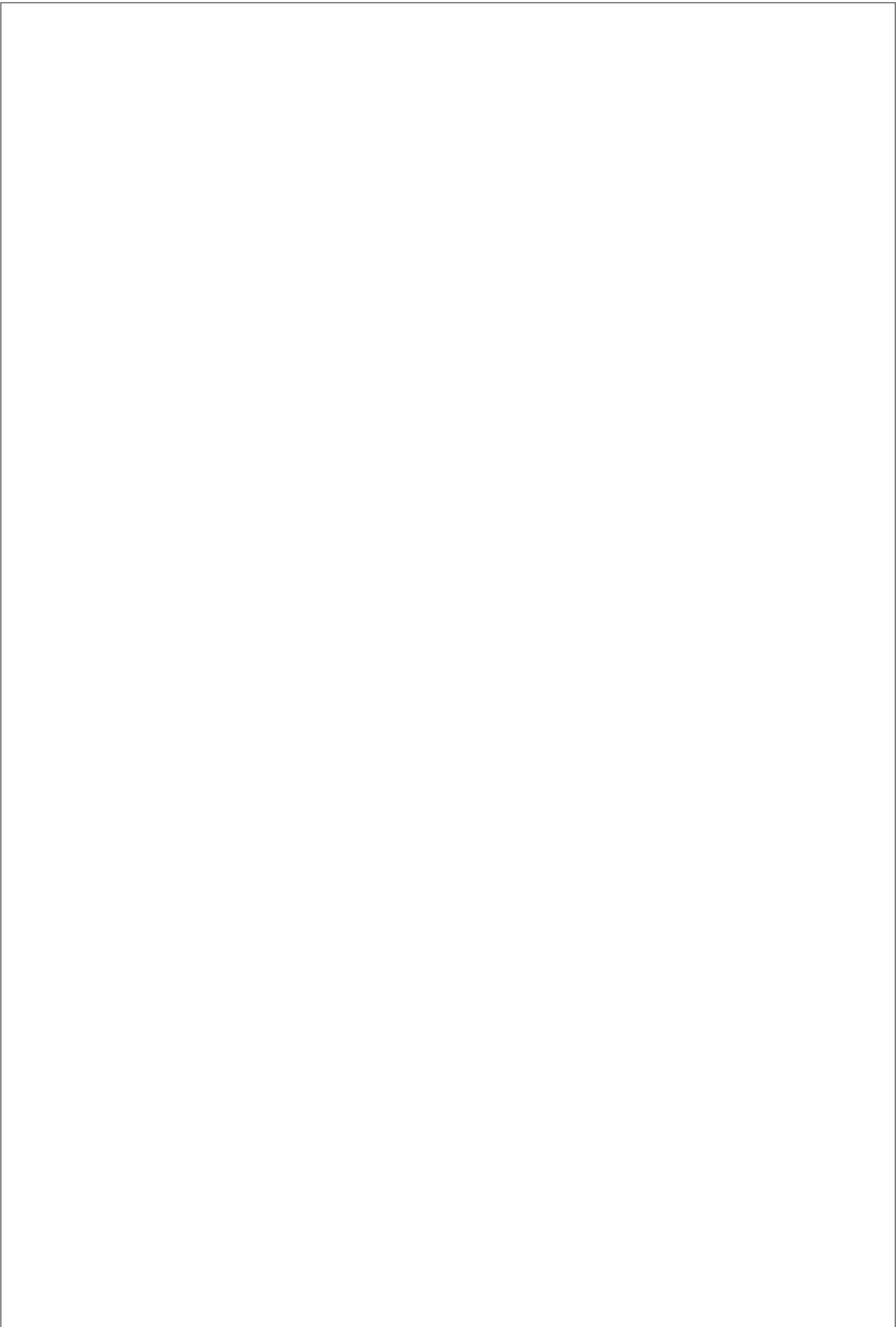
Are you the site owner? Do you have the necessary permissions required to carry out on the project on the site? Have you been in contact with the site owner? Please provide the most up-to-date information possible when answering.

2.2 Project summary (maximum 80 words)

Please give a brief description of your project and what it will achieve. Please note that should your application be successful, we reserve the right to publish this summary on our website.

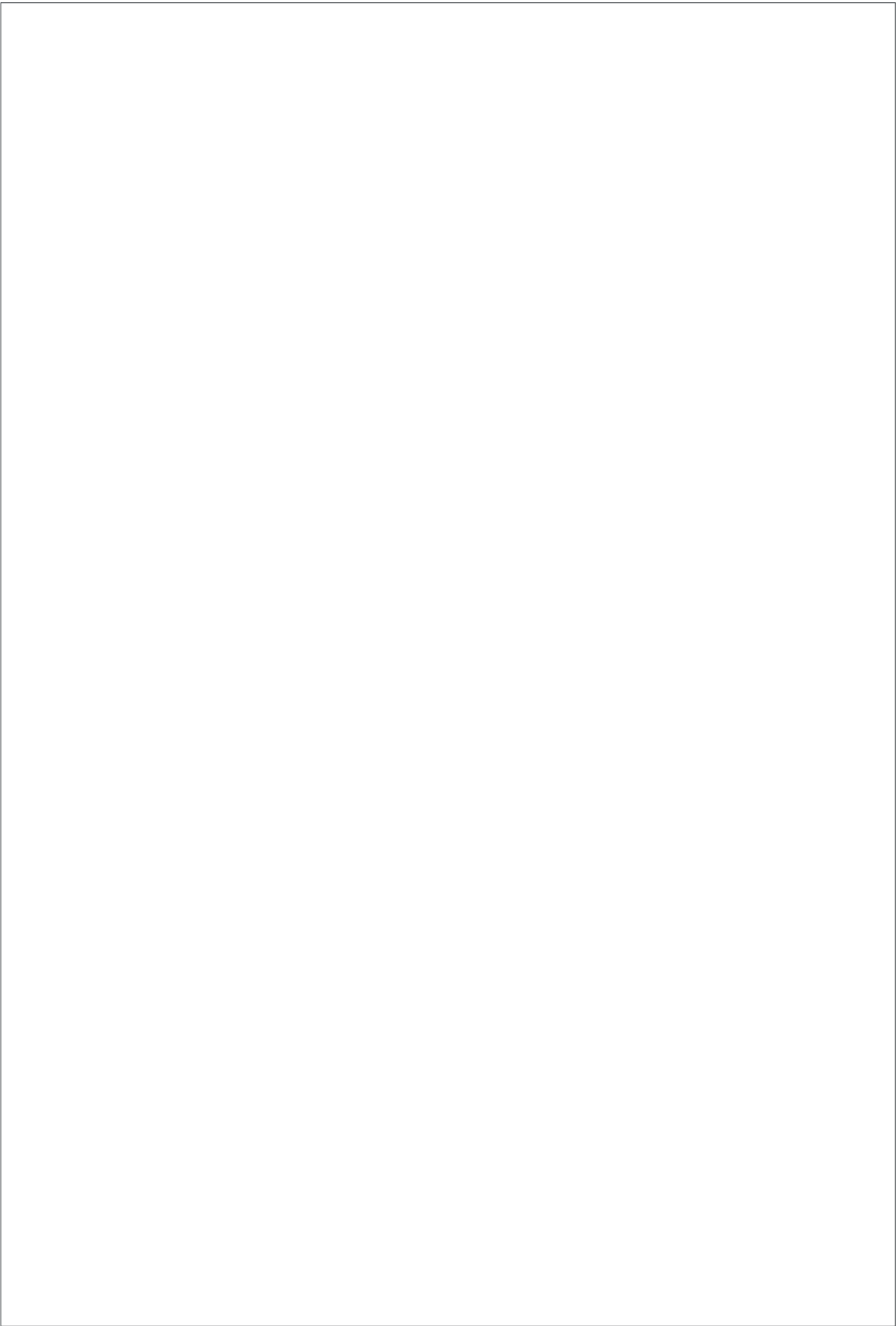
2.3 Project aims (maximum 1750 words)

Please give a description of the challenges your project is trying to address and what needs to happen for these challenges to be overcome. The context should be as specific as possible, telling us the story of your place and the expected beneficiaries from your intervention, and why public sector funding is needed to address these issues.



2.4 Project activities (maximum 1750 words)

Please give a description of your proposed intervention, focusing on the inputs required to deliver it, the activities and milestones involved, as well as the structures and mechanisms which will be used to oversee and govern the project.



2.5 Project support (maximum 775 words)

Following on from your Stage 1 application form, what additional engagement activities have been undertaken to evidence the demand or need for your project? Please make explicit reference to any complementary projects or initiatives in the local area to highlight the effectiveness of your approach.

2.6 Project risks

What are the main risks that you expect to encounter as part of the project, and how do you propose to resolve them? Please include a RAG rating to specify the potential impact of the risk on your project.

What is the risk?	What actions are you taking to mitigate the risk?	RAG

2.7 Project beneficiaries (maximum 675 words)

The Mayor and the GLA must have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, and to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. Projects awarded funding will be required to meet the Public Sector Equality Duty and demonstrate this through regular reporting of progress. Please outline the impact your project will have on its proposed beneficiaries, and how, where applicable, you propose to remove or minimise disadvantages suffered by people due to their protected characteristics, take steps to meet the needs of people from protected groups where these are different from the needs of other people and encouraging people from protected groups to participate in your project.

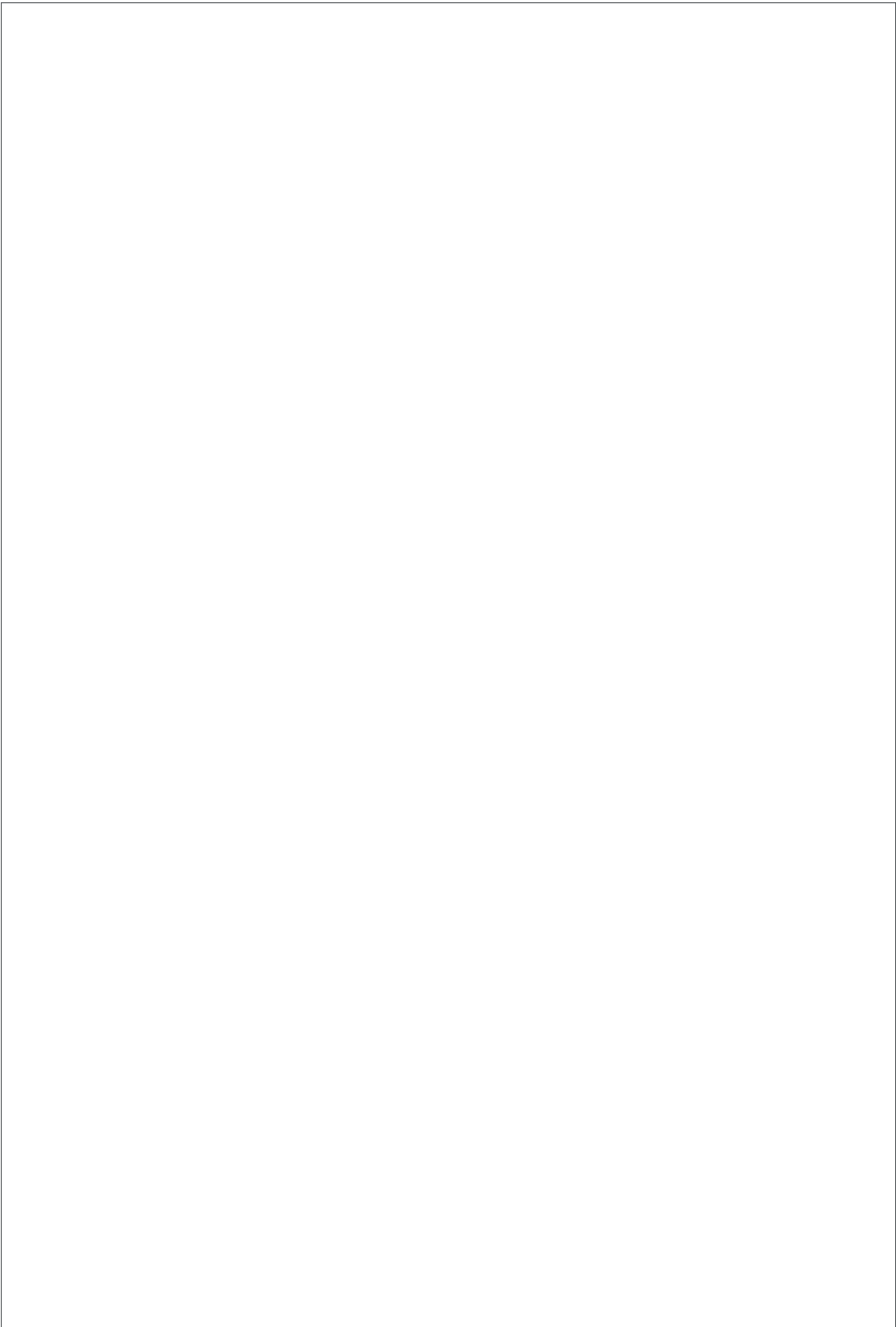
2.8 Design Management Arrangements (maximum 1400 words)

The Mayor invests considerable sums of public money into regeneration projects across London, making the procurement and management of design services throughout a project's lifespan an intrinsic part of the way to ensure quality in the built environment.

Quality, in all its guises, should underpin every stage within the commissioning process and all decision-making should be informed by the desire to achieve a quality-led outcome. The success of any project is dependent upon each of the commissioning, design and construction stages coming together to achieve a building or a place which meets quality objectives. As such, we encourage the consideration of design review and wider design management at the outset of projects.

Please describe the design quality management approach that you intend to undertake for each project phase. This will include how you intend on working with the GLA Regeneration and Economic Development Team, any in-house or local authority expertise (design officers, heritage officers etc), and/or any procured professional services, including for example whether you intend to make use of the **Mayor's ADUP Framework** to appoint a designer. Please also consider when a design review, carried out by a local design review panel or the London Review Panel, would be most beneficial.

Headings can be adjusted, added to or omitted as required.



3. DELIVERABILITY

3.1 Funding breakdown

The Good Growth Fund will expect to fund up to 50 per cent of the total project value, with the remainder covered by match funding. Applicants should be aware that the majority of the available funding is capital funds, so we would encourage revenue elements of projects to be funded via match.

Please populate the attached spreadsheet using clear and achievable milestones (key stages in the delivery of the project that will demonstrate progress) and a forecast spend for all sources of funding related to the project. All GLA spend must be completed on or before 31 March 2021. An additional 12 months – financial year 2021/22 – is allowed in order collect and validate output and outcome data, during which match funding can also be spent. If relevant, milestones should still be included for activity in financial year 2021/22 even though GLA funding will not be available.

Please also complete and sign the attached financial forecast declaration.

Match funding

Using the most up-to-date information available, please indicate the amount of match funding you propose to commit to your project, and whether that funding is secured, pending confirmation or an identified estimate. Please specify whether the match is recipient (i.e. funding provided by your own organisation) or non-recipient match (all other funds), and for pending and identified funding, please indicate the source and by what date you should receive confirmation. Please make sure the totals included are the same as those in the milestone and funding schedule spreadsheet.

Please note that it is our expectation for all non-confirmed match to be secured before July 2019.

[illegible]

4. VALUE FOR MONEY

4.1 Deliverables

Each applicant should select a range of output and outcome measures which reflect the scale and ambition of their project.

Please refer to our **Evaluation and Impact handbook** when completing this section, along with the detailed list of **Good Growth Fund Outputs and Outcomes Database** and the **Good Growth Fund Outputs and Outcomes Impact Wheel**. All projects should select at least three measures from the programme wide Good Growth Fund output and outcome measures (one each from People, Places and Prosperity) as well as additional indicators which reflect the specific context, objectives and beneficiaries of your project. Please ensure all indicators selected have the correct unit of measurement as per the **Good Growth Fund Outputs and Outcomes Database**.

You should choose output and outcome measures that you feel are achievable through your intervention, but also that you will have sufficient capacity to effectively monitor through the lifetime of your project.

Deliverables	Baseline Where applicable include a baseline figure	Target What is your overall aim against this Deliverable?	Monitoring Approach Overview Please insert a brief description of the approach you will take	Information Collected List monitoring & verification information you intend to collect
example: PLAC 3.1 Increase in footfall	200 people following initial survey count	50% increase (300 people)	Follow-up surveys to take place post project completion	Hard copy records of pedestrian counts
PEOPLE CORE MEASURES				
PEOP 1.1 Number of people who participate in a project				
PEOP 5.3 Number of volunteering opportunities created				
PEOP 7.1 Sense of belonging to an area				
PEOP 3.3 Number of people progressing into work				

Deliverables	Baseline Where applicable include a baseline figure	Target What is your overall aim against this Deliverable?	Monitoring Approach Overview Please insert a brief description of the approach you will take	Information Collected List monitoring & verification information you intend to collect
---------------------	---	---	--	---

PEOPLE ADDITIONAL MEASURES

PLACES CORE MEASURES

PLAC 2.1
The amount of
public realm
being created or
improved, and the
increase in its use

PLAC 3.3
Number of vacant
units being brought
back into use

PLAC 7.1
Increase in
visitor satisfaction

PLAC 3.1
Increase in footfall

4.2 Legacy (maximum 850 words)

Please provide the most up-to-date description of how you propose to ensure the ongoing delivery and management of your project after the end of the Good Growth funding period.

4.3 Evaluation (maximum 700 words)

As part of our commitment to understanding the impact of our interventions, we want to encourage all projects to take a proactive and robust approach to evidence collection and evaluation.

To underpin this process we are asking all projects to think about how you will undertake monitoring and evaluation from an early stage. This section is an opportunity for you to outline how you intend to monitor and evaluate your project, including allocation of resource, strategy, and key areas of focus. Please refer to the accompanying **Evaluation and Impact handbook** for further guidance.

5. APPENDICES

5.1 Supporting documents

Please list all documents which you are submitting with your application form, and ensure that your documents are named consistently with the list.

If necessary, please clarify the content and purpose of the documents. Example:

Document name

Project name_Applicant name_Stage2_Application_Form

Project name_Applicant name_Appendix 1_Site plan

Project name_ Applicant name_Appendix 2_Site images
(Notes: Photos showing the site in early 2018)

Project name_ Applicant name_Appendix 3_ Letters of Support
(Notes: Ten letters from local organisations showing support for the project)

5.2 Due diligence

Please note that we will also require the following documents so that our Finance department can perform a due diligence check on your organisation.

Ideally please provide all of the material listed. If that is not possible, please include an explanation as to why the information is not available.

- Evidence of public liability and employer's liability insurance
- A copy of the most recent audited accounts or a statement of the organisation's turnover, profit & loss / income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form
- A statement of the organisation's cash flow forecast for the current year
- The organisation's budget for the current year
- Financial regulations (to include procurement rules)
- Details on how the project meets State Aid compliance where relevant

Please list all due diligence documents which you are submitting with your application form, and ensure that your documents are named consistently with the list.

6. DECLARATION

The declaration must be completed by a Director of the organisation or equivalent. Applications without a completed declaration section will not be considered.

Please type the name and position of the relevant person into the boxes provided on page 31 along with the date. It is not necessary for this declaration to be physically signed.

If your organisation's internal procedures require the form to be digitally signed please submit two versions of the form (one signed, one unsigned) as digital signatures lock the form content which delays processing of your application.

As a public organisation we have to follow the Data Protection Act 1998, the Freedom of Information Act 2000 and the General Data Protection Regulations. We have a data protection policy, which is available from our website at www.london.gov.uk

We also have a Freedom of Information policy which is also available from our website at www.london.gov.uk

By signing this application form, you agree to the following:

- A. We will use this application form and the other information you give us, including any personal information, for the following purposes.

To decide whether to award your proposal support.

To provide copies to other individuals or organisations who are helping us assess and monitor support. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you support.

To hold in our database and use for statistical purposes.

If we offer you funding or support, we will publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us.

- B. You have read the GLA data protection and freedom of information policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

Tick this box if you consider that we should treat your proposal as confidential information.

Tick this box if you consider that we should treat your financial information, such as your budget and any business plan, as confidential information.

Tick this box if there is any other information you have provided that you consider to be confidential information. You must tell us what that information is and give us your reasons or in a separate letter. If you are sending us a separate letter, please write 'letter included'.

- C. Please note that your project summary and any images or videos that you supply may be published if your project is selected for further development or if you are awarded funding. By submitting this text and any accompanying materials you give us full permission to use them on our website and in other publications and marketing materials produced by the Mayor of London.

To the best of my knowledge, I confirm that the information supplied on this form is correct and complete. If successful, this organisation will use the funding only for the purpose shown in this application.

Name:

Position:

Date