

OFFICIAL

Growth Programme Expression of Interest (EOI) Assessment Form

1. PROJECT DETAILS Please see guidance for additional information on each question	
1.1 DORA reference	110640
1.2 Name of business/organisation Q4	The Gemini Worcestershire Trust
1.3 Project name Q22	The Ombersley Court visitor and rural business Centre-Gemini Ombersley Court Charity
1.4 Project description summary (complete last) <ul style="list-style-type: none"> • What is the project / what will be purchased? Q23, Q25 • Where will the project happen / where will the benefits of the project be? Q24, Q5 • What is the aim of the project / what impact will the project have on the business? Q29 • Why is the project needed / what is the market need and demand? Q31 • What jobs and growth outputs will be achieved? Q32 	<p>Ombersley Court is a Grade I listed country house which is currently up for sale as the previous owners have passed away leaving no heirs. The applicant Mr Timothy Hopkins is hoping to purchase the estate. <u>It is our understanding that this purchase has not been completed at the time of submission of the EOI.</u></p> <p>On the strength of this intention he has submitted an Eoi in the organisational name of The Gemini Worcestershire Trust, which has been declared as a CIC. This CIC has yet to be created.</p> <p>This project is to re-develop a Grade 2 listed stable block and former walled garden into a visitor destination, community facilities of workspace for rural crafts and industries. The former walled garden will be used for a new social enterprise/care farm.</p> <p>The applicant is Timothy Simon Hopkins, who according to the application is a Worcestershire entrepreneur, he is currently the director of 3 additional companies to the applicant's organisation.</p> <p>The Gemini Worcestershire Trust is a micro rural CIC. It would appear that this community interest company has yet to be created.</p> <p>The applicants business is located at:</p> <p>Suite 10 Gemini House Stourport Road Kidderminster DY11 7QL</p> <p>The project location is: Ombersley Court Hold Fleet Road Ombersley Droitwich Worcestershire WR9 0HH</p>

Costs for the project amount to a total of £1,950,000 with £1,950,000 being potential eligible costs comprising of

- Building Works
- Design Fees
- Landscaping
- Tourism marketing capital items

A full breakdown of the above costings will be required at the Full Application to be able to assess eligibility.

The grant requested against the proposed eligible costs is £1.17m at an intervention rate of 60%. The applicant is under the impression that they are exempt from State Aid as they are aiming to be a CIC. The project is hoping to achieve a £1,000,000 turnover by year 2 based on income from the visitor centre, café and space rental. It is unclear whether this income is commercial or be re-invested in the business but if the latter it would be subject to State Aid and as such would fall under Measure 6.4 Industrial de Minimis as it appears to be a commercial project.

There appears from the limited information in the EOI to be no non-grant project costs.

Planning permission, included listed permissions, are required but have not been applied for. The applicant does not anticipate submitting a Full Planning Application until October 2018.

The applicant has stated that the benefits from the project will be:-

- Increase in turnover by £1,000,000 by year 2.
- 6 full-time FTE's.
- Increase in wage bill, no figure supplied.
- 1 new social enterprise created – the Care farm/therapeutic horticulture enterprise created for managing the garden.
- 1 new community enterprise – Trust created to manage the stable block/visitor centre and walled garden
- 1 new visitor centre.

Need and demand for the project has been identified as:

This project apparently meets the Worcestershire Destination Management Plan in relation to:

- Visitor Experience
- Partnership, business support, skills and training
- Tourism Offering
- National Profile

The applicant has not explained how it will meet the above and has stated what they will offer is in significant demand and as yet is an unmet latent demand. The project will help to generate new business, provide additional value for existing 'users' and overall support an increase in visitor numbers that will benefit the local

	<p>visitor economy as a whole. No further explanations have been provided. There has been no reference for the need for the grant funding.</p> <p>The project will create 6 full-time FTE's. These FTE's will be created for a grant request of £1.17m which equates to £195k grant per job. This represents incredibly poor value for money when compared to the benchmark level of £30,000 of grant per FTE.</p>
1.5 Costs and grant request Q25, Q26	
Total grant funded project costs £	1,950,000
Total grant request £	1,170,000
Private match £	780,000
Total intervention rate %	60
1.6 Full application submission date Q28	03/12/2018
If you change the date from the one proposed in the EOI, briefly explain why.	The applicant has not submitted any planning applications and the Eoi states this will not be DONE until October 2018. The full application submission date of 1/9/18 is therefore incorrect as we cannot accept a full application without planning being granted. I have therefore pushed the submission date back to 3/12/18. A full application cannot be submitted until the ownership of the business has been finalised.
1.7 Proposed project start date Q28 When eligible expenditure will start to be incurred.	01/02/2019
1.8 Proposed project completion date Q28 When all project works will be completed, paid for and the final claim submitted.	01/12/2019

2. ELIGIBILITY ASSESSMENT	
Please see guidance for additional information on each question	
2.1 Is this the only live application for this project received for RDPE funding? Q1, Q4, Q5, Q6, Q22	Yes, proceed with advice
Comments: <ul style="list-style-type: none"> No SBI has been provided DORA and Rod have been searched in respect of applicants name, applicant's business name, project name and applicants postcode No other live applications found. 	
Advice for applicant: <ol style="list-style-type: none"> Please obtain a Single Business Identifier, SBI, from the Rural Payment Agency as this is mandatory if you are invited to submit a Full Application. Please confirm the ownership of the property and the establishment of the Gemini Worcestershire Trust 	
2.2 Is the call for this application live (at the time the EOI was received)?	Yes, proceed with advice
Comments: There was a live Rural Tourism Infrastructure Call at the time of receipt.	
Advice for applicant:	

3. Please note the Rural Tourism Infrastructure Call number is 38RD17TO0005.	
2.3 Is the proposed project in the correct location? Q5, Q24	Yes, proceed
Comments: <ul style="list-style-type: none"> • Magic map searched for postcode of applicant which is found to be in urban area of Kidderminster. Having checked the project postcode I can confirm it's in a rural area Worcestershire LEP. It also fall under the Worcestershire LEADER area. 	
Advice for applicant: N/A	
2.4 Does the project meet at least 1 of the GP national priorities? Q30a, Q32	Yes, proceed
Comments: The National GP priorities for funding are as follows:- <ul style="list-style-type: none"> • Create jobs- Create at least 1 FTE job for every £30,000 of grant funding. Creates skilled jobs • Extend the tourism season-Attracts tourists outside the usual period of May to October • Develop tourist attractions and infrastructure-Creates or develops tourist attractions and infrastructure to increase the range of attractions available locally, encourage tourists to stay longer and increase their spend • Wider benefits- The project provides benefits to the wider tourism economy in the rural area The applicant will meet these priorities by: Create jobs: The project will create 6 new jobs in total. <ul style="list-style-type: none"> ○ 3 FTE's for the café/restaurant ○ 1 FTE for the Museum and visitor centre ○ 1 FTE for the rural workshop, venue management ○ 1 FTE for the social enterprise/care farm that will operate in the walled garden and grounds. These FTE's will be created for a grant request of £1,170,000 which equates to £195,000 grant per job. This represents incredibly poor value for money when compared to the benchmark level of £30,000 of grant per FTE. There is no mention on skill level of these posts. Full clarification will need to be provided in the Full Application. On top of the above paid FTE's the applicant is anticipating the creation of 20 full time volunteering opportunities as part of their Care Farm project which is planned to operate in the walled garden and grounds. As these are volunteer opportunities we cannot take them into account when are considering value for money against the bench mark set for the Growth Programme. Extend the tourism Season: The applicant, Tim Hopkins, is currently considering purchasing Ombersley Court. If successful in this venture he intends to open up the court for year round visits. The Court has apparently remained largely hidden from public view due to the reclusive nature of the deceased owner. Develop tourist attractions and infrastructure: The applicant has made no reference to this National Priority. Wider benefits: The project will provide workspace units which are in great demand within rural communities in particular for craft based and homeworking businesses that are looking for low risk routes to expand. The visitor centre will incorporate flexible space for hot-desking with meeting room facilities available for short-term bookings. The Centre will also showcase local products and the walled garden will provide local produce for sale. The application appears to meet 3 of the 4 of the national priorities but more information is needed to clarify the scope and extent of the business to strengthen the Full application.	
Advice for applicant:	

4. The applicant has referred to the fact that the project meets the National Priorities without clearly specifying what and how. This should be fully addressed in any Full Application so that this is clear as to how the project meets National Priorities.
5. Clarification on FTE's should be provided in the Full Application with reference skill levels of each FTE and wages to ensure minimum wage is met.
6. You state you hope to extend the tourist season by being open year round. In your Full Application you will need to demonstrate how you will target perspective customers and supply copies of any marketing plans.
7. For an application under Rural Tourism Infrastructure we would expect to see an increase in visitor numbers as a result of this project. Please consider this requirement, which should be shown and evidenced as an Output in a Full Application.
8. The wider benefits you refer to are largely based on the business development side of the project. In a Full Application you will need to consider the wider benefits for the tourism aspect of your project.
9. We are looking for projects that best meet the national and local priorities for funding and that are good value for taxpayers' money. Based on the information in the EOI, your proposed project does not demonstrate a strong fit with the local priorities of your LEP and does not offer good value for money. Therefore, at this stage your project is not seen as a high priority for support in relation to its strategic fit. To improve your application, please provide more information on how your project meets your LEP's local priorities as set out in the LEP Directory in the Growth handbook.

2.5 Is the applicant eligible? Q7, Q8, Q9, Q10, Q11, Q13, Q14

Yes, proceed

Comments:

- The Eol states that The Gemini Worcestershire Trust is a Community Interest Company (CIC), no Companies House Certificate of Incorporation Reference Number has been supplied.
- The applicants business is described as a micro business with currently 0 FTE's. As this is a new business/enterprise no financial figures have been supplied.
- The applicant has confirmed there are no linked businesses. However having searched Companies House it would appear that the applicant Timothy Simon Hopkins is also a director of 3 additional businesses. Full clarification will need to be established in a full application to confirm eligibility.
- VAT status will need to be confirmed in a Full Application.

Advice for applicant:

10. The applicants business is described as a Community Interest company but no details of any business in the name The Gemini Worcestershire Trust can be found at Companies House. Please confirm details and scope of this business in the Full Application.
11. As this appears to be a new business and have not provided any financial figures at Q14, you'll need to provide your latest tax returns, management or draft accounts or an opening statement from an independent accountant that includes expected income and operating expenses if invited to submit a Full Application.
12. You have not declared any linked businesses in your Eol. Having checked on Companies House, the applicant Timothy Simon Hopkins, appear to be directors of a further three business, Gemini Properties UK Ltd, Gemini Repairs Ltd and Gemini Group (UK) Ltd. Please discuss this with your project sponsor as you may need to provide additional information for the 3 businesses.
13. The applicant should clarify the position regarding VAT as no VAT number has been supplied.

2.6 Is the project activity eligible? Q23	Yes, proceed
<p>Comments: The project is to renovate a Grade 2 listed stable block and a former walled garden into a visitor destination that will include a range of community facilities. The former walled garden and surrounding land that will be used for a care farm. This appears to be an eligible activity under the Rural Tourism Infrastructure Call. It is unclear whether the applicant has any experience of care farming.</p>	
<p>Advice for applicant:</p> <p>14. If the project is endorsed it is strongly recommended that the applicant should attend one of the workshops that will be offered to successful applicant and/or discuss any issues that arise with your named contact within the Rural Development Team prior to submitting a Full Application.</p> <p>15. The Full Application should include a full and detailed breakdown of the project costs so that the eligibility of each item can be established. This is also a requirement shown in the guidance for any quotes which may be produced as part of the Full Application. Please be aware that it may mean that some of the costs are removed as ineligible when your Full Application is assessed.</p> <p>16. The applicant to explain what experience they have managing care farming activity and affiliation with care farming organisations.</p>	
2.7 Is the size of the business eligible? Q8, Q9, Q13, Q14	Yes, proceed
<p>Comments:</p> <ul style="list-style-type: none"> The applicant's project location is described at rural micro CIC as confirmed by Magic Maps with currently 0 FTE's but as it is a new enterprise no turnover or balance sheet figure has been provided, from the limited information provided the applicant's business appears eligible. 	
<p>Advice for applicant: N/A</p>	
<p>2.8 Select the appropriate State Aid option below for the project. If 'Industrial De Minimis' is selected, will the project meet the criteria? Q17, Q25</p> <p style="text-align: right;">Industrial De Minimis</p>	Yes, proceed with advice
<p>Comments: From the increase in Turnover detailed in the Outputs table at Q32 the applicant is anticipating an increase of £1,000,000 by year 2 based on income from the visitor centre, cafe and space rental. The project therefore appears to be a commercial project and should be funded under 6.4 Industrial De Minimis. It would appear the applicant's organisation, The Gemini Worcestershire Trust CIC has yet to be created. From the brief narrative it is impossible to determine whether it would fall under 7.5 as a non-profit making project where there is some income to offset costs i.e. semi-commercial visitor centre.</p>	
<p>Advice for applicant:</p> <p>17. It is unclear from the narrative the scope of the project in relation to its commercial set up. In order to determine if funding can be offered and at what level we will need to understand what the visitor centre will be offering to tourists and how the workspace facilities will be provided. It would appear that you are intending to increase turnover by £1,000,000 by year two from income from the visitor centre, café and space rental. The project therefore appears to be a commercial project and is subject to State Aid requirements. This project appears to fall under Industrial De Minimis restrictions and as such is only eligible up to an intervention rate of 40%, maximum of £170,000 grant funding. You will need to consider this reduction in grant and whether the project would still progress.</p>	
<p>2.9.1 Is there a risk of dual funding between RDPE and the RPA Fruit and Vegetable Aid Scheme? Q10, Q15, Q16</p>	No risk of dual funding, proceed
<p>Comments: The applicant is not a grower.</p>	
<p>Advice for applicant: N/A</p>	
<p>2.9.2 Is there a risk of dual funding between RDPE and Natural England of the England Coast Path? Q17, Q23, Q24</p>	No risk of dual funding, proceed
<p>Comments: The project is not in a coastal area.</p>	
<p>Advice for applicant: N/A</p>	
<p>2.10 Are the proposed costs and requested intervention rate eligible? Q23, Q25, Q26</p>	Yes, proceed with advice

<p>Comments: The project costs include:</p> <ul style="list-style-type: none"> ○ Building Works ○ Design Fees ○ Landscaping ○ Tourism marketing capital items <p>It is unclear if the marketing capital items are eligible, a full breakdown of costs has been requested at advice note 14 above. The applicant has requested 60% grant funding and are under the impression they are exempt from state aid. If this project is commercial then it would only be eligible at an intervention rate of 40% maximum £170,000.</p>	
<p>Advice for applicant:</p> <ul style="list-style-type: none"> • Clarification has been requested at 14 and 15 above in respect of commercial activity and breakdown of costs to determine eligibility. 	
<p>2.11 Is the grant request in line with the call for applications maximum and minimum grant requirements? Q25, Q26</p>	<p>No, proceed with advice</p>
<p>Comments: The grant request exceeds the LEP's minimum of £50,000. The LEP has no maximum amount for non-commercial projects. This project would appear to be a commercial project and as such is subject to state aid Industrial de Minimis and is therefore restricted to £170,000.</p>	
<p>Advice for applicant: Clarification has been raised in respect of this at advice note 15 above.</p>	
<p>2.12 Are the timescales for the project acceptable? Q25, Q28, Q33</p>	<p>Yes, proceed with advice</p>
<p>Comments:</p> <ul style="list-style-type: none"> • The submission date of 01/09/2018 appears unrealistic as the applicant has yet to purchase the estate and planning is not going to be submitted until October 18, it is highly unlikely this will be achieved. • The project start by date of 01/02/2019 and completion date of 1/12/2019 may not be achievable and it may end up being completed in 2020. 	
<p>Advice for applicant:</p> <p>18. The proposed Timescales appear ambitious given the amount of supplementary evidence required to submit the full application and planning permissions have not been applied for. I suggest the applicant revisits these dates with a suggested submission date of 03/12/18. In the Full Application please explain the possible impact of a delay will have on the project activities.</p> <p>19. Please note you will not be able to submit a Full Application until you have evidence that you own the estate outright or have a lease that allows you to carry out the project works.</p>	

<p>3. PROJECT FIT WITH CRITERIA Based on the outcome of the checks above, allocate the project to the headings below</p>	
<p>3.1 LEP area</p>	<p>Worcestershire</p>
<p>3.2 Call reference number</p>	<p>38RD17TO0005</p>
<p>3.3 Type of grant</p>	<p>Rural tourism infrastructure</p>
<p>3.4 Sub measure for the type of grant</p>	<p>6.4 - Support for investments on creation and development of non-agricultural activities. 6A</p>

<p>4. LOCAL STRATEGIC FIT ASSESSMENT</p>	
<p>Consider how well the project fits with the local priorities set out in the LEP's Strategic Targeting Statement. Q29, Q30b</p>	<p>1 - Weak Fit</p>
<p>Comments:</p>	

These grants are for capital investment to develop and grow tourism in rural areas in line with the Worcestershire Destination Management plan.

The aim of this call is to:

- improve the range and quality of visitor experiences
- provide visitors with more to see and do all year round
- increase the length of stay of visitors
- increase the amount of money spent by visitors

Priority will be given to business projects that:

- create new or grow existing visitor attractions
 - develop infrastructure to connect rural visitor assets , including:
 - cycle way and footpaths
 - local tourism signage and interpretation
1. support the use and provenance of Worcestershire food and drink

This project seeks to address these priorities and contributes to developing the rural tourism on offer in Worcestershire area by:-

The applicant has supplied the following brief narrative which does not explain how it meets any of the above local priorities.

'The project addresses the local priorities for funding and supports the vision for tourism in Worcestershire which is: "To develop a thriving visitor economy for Worcestershire; which builds on the heritage, environment and knowledge base within the area to enhance business opportunities and support job growth". Similarly the project also addresses the local priority to enhance National Profile: A priority for Worcestershire is focussing on ways of enhancing the image of Worcestershire as a place to visit as well as raising the profile of the county to try to attract a new audience to the area and improve engagement with previous visitors or residents.'

From other narrative within the application this project appears to:

Improve the range and quality of visitor experiences - This project will create a new visitor experience which is seen as a priority by Worcestershire LEP.

Provide visitors with more to see and do all year round – The applicant, Tim Hopkins, is currently considering purchasing Ombersley Court. If successful in this venture he intends to open up the court for year round visits.

Increase the amount of money spent by visitors – The applicant is anticipating an increase in turnover of £1,000,000 by year 2 based on income from visitor centre, café, space rental. This confirms a commercial project.

This project would appear to meet 3 of the above local priorities but the information and explanation provided is poor and at present the applicant does not appear to be an eligible applicant as he does not own or lease the estate in questions and for that reason I have scored it a weak fit.

Advice for applicant:

- Weak fit has been advised at advice note 8 above.

5. JUSTIFICATION

Consider the need and demand for the project and any possible impact on other businesses Q31

Comments:

1. Need/demand

The applicant has identified that the Worcestershire visitor economy is a vital component in this rural area of Worcestershire. This project apparently meets the Worcestershire Destination Management Plan in relation to:

- Visitor Experience
- Partnership, business support, skills and training
- Tourism Offering
- National Profile

The applicant has not explained how it will meet the above and has stated what they will offer is in significant demand and as yet is an unmet latent demand. The project will help to generate new business, provide additional value for existing 'users' and overall support an increase in visitor numbers that will benefit the local visitor economy as a whole. No further explanations have been provided.

2. Displacement

The applicant has made no reference to displacement, though it is clear there are other historic visitor attractions and care farms in the area.

Advice for applicant:

20. In your Full Application you will need to fully evidence the need and demand for the project, letters of support are useful.

21. If this grant application is unsuccessful please confirm if this project will proceed.

22. Please consider any displacement impact as a result of this project.

6. RECOMMENDATION AND DECISION

Assessor name: Paula Griffiths

Assessor outcome recommendation:

Reject - ineligible

If 'reject', give your reason why

Write your reason so that it can be copied directly into the rejection letter.

If 'proceed with advice', list all of the recommended advice points below so they can be copied directly into the invitation to full application letter
Add more or delete lines as required.

1. The applicant to confirm the ownership of the property and establishment of the CIC with the project sponsor before commencing any work on the Full Application.
2. Please obtain a Single Business Identifier, SBI, from the Rural Payment Agency as this is mandatory if you are invited to submit a Full Application.
3. Please note the Worcestershire LEP Rural Tourism Infrastructure Call number is 38RD17TO0005.
4. It is unclear from the narrative the scope of the project in relation to its commercial set up. In order to determine if funding can be offered and at what level we will need to understand what the visitor centre will be offering to tourists and how the workspace facilities will be provided. It would appear that you are intending to increase turnover by £1,000,000 by year two with income from the visitor centre, café and space rental. The project therefore appears to be a commercial project and is subject to State Aid rules. This project appears to fall under Industrial De Minimis restrictions and as such is only eligible up to an intervention rate of 40%, maximum of £170,000 grant funding. You will need to consider this significant reduction in grant and whether the project would still progress. Please discuss with your project sponsor before undertaking any work on the Full Application.
5. The applicant has referred to the fact that the project meets the National Priorities without clearly specifying what and how. This should be fully addressed in any Full Application so that this is clear as to how the project meets National Priorities.
6. Clarification on FTE's should be provided in the Full Application with reference skill levels of each FTE and wages to ensure minimum wage is met.
7. You state you hope to extend the tourist season by being open year round. In your Full Application you will need to demonstrate how you will target perspective customers and supply copies of any marketing plans.

8. For an application under Rural Tourism Infrastructure we would expect to see an increase in visitor numbers and overnight stays as a result of this project. Please consider this requirement, which should be shown and evidenced as an Output in a Full Application.
9. The wider benefits you refer to are largely based on the business development side of the project. In a Full Application you will need to consider the wider benefits for the tourism aspect of your project.
10. The applicants business is described as a Community Interest Company but no details of any business in the name The Gemini Worcestershire Trust can be found at Companies House. Please confirm details and scope of this business in the Full Application.
11. As this appears to be a new business and have not provided any financial figures at Q14, you'll need to provide your latest tax returns, management or draft accounts or an opening statement from an independent accountant that includes expected income and operating expenses if invited to submit a Full Application.
12. You have not declared any linked businesses in your EoI. Having checked on Companies House, the applicant Timothy Simon Hopkins, appear to be directors of a further three business, Gemini Properties UK Ltd, Gemini Repairs Ltd and Gemini Group (UK) Ltd. Please discuss this with your project sponsor as you may need to provide additional information for the 3 businesses. Businesses are considered to be linked when:
 - one business holds a majority of the shareholders' or members' voting rights in another business
 - one business is entitled to appoint or remove a majority of the administrative, management or supervisory body of another
 - a contract between the business, or a provision in the memorandum or articles of association of one of the businesses, enables one to exercise a dominant influence over the other
 - one business is able, by agreement, to exercise sole control over a majority of shareholders' or members' voting rights in another.If after consideration these two businesses are linked you will need to provide the following for all 3 linked businesses:
 - number of employees;
 - turnover;
 - balance sheet information.
13. The applicant should clarify the position regarding VAT as no VAT number has been supplied.
14. If the project is endorsed it is strongly recommended that the applicant should attend one of the workshops that will be offered to successful applicant and/or discuss any issues that arise with your named contact within the Rural Development Team prior to submitting a Full Application.
15. The Full Application should include a full and detailed breakdown of the project costs so that the eligibility of each item can be established. This is also a requirement shown in the guidance for any quotes which may be produced as part of the Full Application. Please be aware that it may mean that some of the costs are removed as ineligible when your Full Application is assessed.
16. The applicant to explain what experience they have managing care farming activity and affiliation with care farming organisations.
17. The proposed Timescales appear ambitious given the amount of supplementary evidence required to submit the full application and planning permissions have not been applied for. I suggest the applicant revisits these dates with a suggested submission date of 03/12/18. In the Full Application please explain the possible impact of a delay will have on the project activities.

18. In your Full Application you will need to fully evidence the need and demand for the project, letters of support are useful.


19. If this grant application is unsuccessful please confirm if this project will proceed.

20. Please consider any displacement impact as a result of this project.

21. We are looking for projects that best meet the national and local priorities for funding and that are good value for taxpayers' money. Based on the information in the EOI, your proposed project does not demonstrate a strong fit with the local priorities of your LEP and does not offer good value for money. Therefore, at this stage your project is not seen as a high priority for support in relation to its strategic fit. To improve your application, please provide more information on how your project meets your LEP's local priorities as set out in the LEP Directory in the Growth handbook.

Please consider carefully whether you wish to submit a full application. If you still want to, you should review all of the Growth Programme requirements and ensure they are addressed as fully as possible in your full application form.

Assessor conflict of interest:	By signing below I confirm I have no interest in any individual or organisation connected to this project within the meaning of Sections 177 and 182 of the Companies Act 2006			
Assessor signature:	Paula Griffiths			
Date:	14/5/18			
Decision maker name:	Joanne Jury			
I confirm the eligibility checks have been fully and accurately completed.	Yes	No		
I confirm the local strategic fit score and comments are accurate and relevant and the score is consistent with other projects.	Yes	No	N/A	
I confirm that there is sufficient budget available for the call for this project to proceed to full application.	Yes	No	N/A	
Comments: If 'No' to any of the above, explain why and the action required or completed to address the issues.	The WLEP allocation has already been met, however this is a competitive process and hence we welcome the guidance of the ESIFSC as to whether this applications should be invited to bring forward a Full Application. If the ESIFSC wish to endorse the project subject to advice we will need to receive confirmation regarding the ownership of the property and clarification regarding state aid to determine the possible size of grant and intervention rate.			
RD outcome decision	Proceed	Proceed with advice	Reject – ineligible	Reject – eligible but no local strategic fit

Decision maker conflict of interest:	By signing below I confirm I have no interest in any individual or organisation connected to this project within the meaning of Sections 177 and 182 of the Companies Act 2006.				
Decision maker signature:					
Date:	14.05.18				
Date of ESIF Sub-Committee review (for eligible projects only)	Review by written procedures				
<p>ESIF Sub-Committees will provide advice on local strategic fit and duplication with other LEP activity /funding. The advice received must be saved to the electronic project file. If the ESIF Sub-Committee advice is in agreement with the score and recommendation leave the section below blank.</p> <p>Following the review the decision maker must complete the section below if they wish to:</p> <ul style="list-style-type: none"> • increase or decrease the local strategic fit score; • change the overall EOI outcome decision following a change to local strategic fit score; • not accept the advice from the ESIF Sub-Committee; and • reject the project due to duplication with other LEP activity/funding. 					
Post ESIF advice outcome decision	Proceed		Proceed with advice	Reject – ineligible	Reject – eligible but no local strategic fit
Post ESIF advice local strategic fit score	0	1	2	3	4
Decision maker signature (only if outcome changed):					
Date:					
Briefly explain ESIF Sub-Committee advice and why the changes have/have not been made.					