## Appendix 2 Nottinghamshire Economic Development Capital Fund - Flow Chart

Stage 1

- · Open and Closing date (initially at least)
- Inquiries offered Guidance and Stage 1 Application Form
- · Assessment Framework, Guidance and Form having been approved by EDC
- Preceded by awareness raising / PR Strategy

Closing Date [4 weeks min / 6 weeks max]

- · ED Team to deliver the programme in line with EDC approval
- · ED Team to offer email contact over the open period
- · ED Team to offer rolling FAQs as may be required
- · Potential clarification offered if deemed necessary
- · Closing date strictly observed

Stage 1 Initial Appraisal [2 weeks max]

- · Initial appraisal against agreed ED criteria and assessment process
- Undertaken by Panel comprising ED team representativers, supported by internal expertise
- Projects ranked against the criteria; Red / Amber / Green (RAG) approach

Stage 1 Clarification Period [3 weeks min]

- · Clarification may be required, specific to individual applications
- If agreed, this will be a "pause" moment for the entire process

Stage 1 nal Appraisa

[3 weeks max]

[6 weeks max]

- Assessment based on core criteria of (a) contribution to targets and outputs; (b) value for money; (c) deliverability; (d) leverage
- Set in the context of total resources available and likely spread of resources over 3 years of the programme
- Over-programming approach to be adopted circa 10-15%
- · Confirmation of RAG position
- · All applicants informed
- EDC informed of conclusion of Stage 1 and anticipated outcomes against targets set.
  Amber and Red applications informed and position clarified, being either on hold (Amber) while Stage 2 is initiated for the Green applications, or rejected if deemed Red

Stage 2 Commencement

- Invitations sent out to "Green" ranked projects only to complete Stage 2 application form
- · Accompanied by template agreement, requiring acceptance of terms & conditions
- Stage 2 applicants may be required to address specific issues relevant to their project and supply additional information such as site plans, business plans, etc.
- Externally apointed support advised of scale and scope of applications and where deemed appropriate, offered the Stage 1 details of individual applications as background
- · ED team to maintain contact over the period

Stage 2 Appraisal [Iterative]

- While 6 weeks will be offered as the maximum to secure a response from the "Green" ranked projects, this process will be dependent upon the speed and clarity of responses, the potential requirement for further clarification and input from others
- · Appraisals will therefore commence on receipt, against the adopted EDC criteria
- ED Panel to undertake initial assessment, agreeing to the securing of additional internal / external expertise as required

. Decisions

- Decisions to be delegated to Corporate Director (PP&CS) in consultation with the Chair of the EDC
- · Being subject to contract, Legal advice / support as required
- Reporting to EDC on overall progress, individual awards (subject to commercial confidentiality) and how each contributes to set targets and outputs
- PR / publicity factored in to the agreements and overall PR Strategy
- Failure to conclude any of the "Green" ranked schemes from this process will result in rejection

Monitoring [EDC Cycle]

- Rejected schemes will influence the overall programme; replacement initially by potential "Amber" ranked schemes (subject to on-going contact and overall programme finances)
- Relections on contributions to targets; balance of projects by theme, scale and geography etc will be offered...
- ...as will any proposals for amending the criteria previously agreed by ther EDC
- Further calls / rolling programme for projects to be opened, dependent upon performance, agreed changes to criteria, resources available, demand and the viability of "Amber" ranked schemes

## Note:

EDC - Economic Development Committee

ED - Economic Development