



This list is provided as a guide to the documentation and evidence that will be required and requested when seeking finance.

The list is designed to ensure that the project is eligible, viable and offers a good return on the funding support required.

Project Outline and Management

Do you have a business plan? Ensure it provides clarity on the project's objectives and timeline.

As a feasibility study been carried out.

Who will manage the project development, and do they have authority to act?

Who are the Key Principals of the project and what is their track record?

Who will supervise any contractors?

Financial

Are all costs identified?

Are all necessary contingencies included?

Are there Risk Assessments of all aspects of the project?

Are costs based on definitive tenders or are they based on estimates?

If estimates, are there plans in place to deal with increases (Sensitivity studies)?

Are the costs supported by evidence of procurement to the levels required in the guidance? Do you have enough quotes or tenders?

Are all costs/tenders based on the same specification? Are they like for like?

Is it clear why you have chosen the contractors/ suppliers identified to fulfil the contract?

Provide all necessary Cashflow/ P&L/ Balance Sheet to support the development phase of the project and a further 10 years of Operational finance forecasting

What assumptions have been made in the financial forecasts? Provide clear and concise explanations?

What are the revenue projections made up of? What is the charging structure made up of?

How did you arrive at this cost structure?

How does it compare with comparative schemes?

Are the revenue forecasts realistic – provide assumptions and basis

How much growth is you forecasted? Is there evidence that it is achievable?

Can you afford to cashflow the project when the gap between outlay of expenditure and receipt of money can be several months?

What contingencies do you have in place?

Looking Forward - marketing, forecasts

Provide evidence that the market has identified a real demand for the product/ service you will be offering including all feasibility studies, approvals and licences.

Are definitive contracts in place to support the revenue streams required? Please provide evidence of these.

What is the demand for the project?

What are the benefits of the project?

Is there scope for growth?

What is the competition? What effect will the project have?

Risks, Options, Required Permissions

Is planning permission required?

Please provide evidence if planning permission already obtained

Provide all necessary evidence that you have thoroughly explored all the options required to achieve the aims and objectives of the project you expect to realistically deliver?

Have you considered alternative solutions? Could there be a better way to achieve the same result?

What would the relative costs and benefits of the other options be?

How do these compare to the proposed project?

Provide SWOT analysis for the project

The difference the project will make

Define the measurable outcomes of the project?

Are the targeted outcomes of the project realistic based on the desired objectives (explain how)?

How are you going to measure the desired outcomes of the project?

What jobs are you going to create in the development and operational aspects of the project.

What will the posts entail? Will they be full or part-time?

Do the financial forecasts allow for the increased wages and on costs?

How long will it take to recruit new staff? Have you allowed for this in your target dates?

Are there any other benefits to the local area that the project will bring? Social benefits, for example, or environmental improvements?