

## **Part 2 Response**

**Contract Reference**

**TTDA0123**

**Contract Title**

**UK Shared Prosperity Fund  
Communities & Place  
And  
Business & Enterprise**

**Maximum Period of Contract**

**27 months for all Lots**

**Return Date**

**Tuesday 07 February 2023**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

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## **A Certificates and Declarations**

### **This section must be completed by all Applicants.**

Applicants are required to read this section thoroughly and confirm their acceptance of and compliance with the requirements laid out in sections A1 to A6, by providing their signature at section A7.

#### **A1 Torbay Council Conditions of Tender**

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1. Applications are invited for the supply of the goods or services specified or described in the invitation. Applications with conditions of contract duly completed and marked with the title of the procurement must be returned electronically through the SupplyDevon Hub. Applications must be returned by the date and time stated on the front page of the procurement documents. Applications received after the time stated or not properly completed will be rejected as non-compliant. Facsimile and emailed copies will not be accepted.
2. The Contract shall be subject to the Authority's Conditions of Contract, included in these Tender Documents. Wherever special conditions of Contract are contained in the Invitation to Tender, the Contract shall be subject to those special conditions in addition to the Standard Conditions of Contract, and where those special conditions are inconsistent with the Authority's Standard Conditions of Contract, the special conditions shall prevail. Offers by Applicants qualified in any way or made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the printed conditions or schedules. Any Applications bearing such alterations will not be considered.
3. The Authority does not bind itself to accept the lowest or any Application and reserves the right to accept an Application either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as Tendered for separately.

#### **4. To Torbay Council**

I / We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Authority of my/our Application either in whole or in part, to supply (or perform the services), on such terms and conditions and in accordance with such specifications (if any), as are contained or incorporated in the Invitation to Tender. I / We agree and declare that the acceptance of this Application by letter on behalf of the Authority, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Application, and therefore, the Contract.

## **A2 Certificate of Confidentiality**

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I / We hereby agree with the Authority that I / we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.

It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.

## **A3 Applicant's Warranties**

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In submitting their Application the Applicant warrants, represents and undertakes to the Authority that it:

- (a) Has not done any of the acts or matters referred to in Regulation 57 of the Public Contracts Regulations 2015 and has complied in all respects with the requirements; and
- (b) Has full power and authority to enter into the Contract and provide the goods, services or works and will, if requested, produce evidence of such to the Authority; and
- (c) Is of sound financial standing and the Applicant and its partners, directors, officers and employees are not aware of any circumstances (except those disclosed in the audited accounts or other financial statements submitted to the Authority by the Applicant) which may adversely affect such financial standing in the future.

## **A4 Pricing Schedule Declaration (if applicable)**

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I / We offer to supply the goods, works or services as per the pricing in the Pricing Submission document appended to our submission, in accordance with the Specification, terms and conditions and all other documents forming the Contract.

## **A5 Certificate of Undertaking and Absence of Collusion or Canvassing**

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I / We the undersigned do hereby certify that:

- (a) My / Our Application is bona fide and intended to be competitive and I/we have not fixed or adjusted the amount of the Application by or under in accordance with any agreement or arrangement with any other person;
- (b) I / We have not indicated to any person other than the person calling for the Application amount or approximate amount of the proposed Application except where the disclosure in confidence of the approximate amount of the Application was necessary to obtain insurance premium or other quotations necessarily required for the preparation of the Application;

- (c) I / We shall have not entered into any agreement or arrangement with any other person that they shall refrain from Tendering or asked the amount of any Application to be submitted;
- (d) I / We have not offered to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Application or proposed Application for the said work any act or thing of the nature specified and described above.
- (e) I / We hereby certify that I/we have not and will not canvass or solicit any Member, Officer or employee of the Authority in connection with the preparation, submission and evaluation of this Application or award or proposed award of the Contract and that to the best of my knowledge and belief, no person employed by me/us or acting on my/our behalf has done or will do such an act.

I / We further undertake that I/we will not do any of the acts mentioned in (b), (c) (d) and (e) above before the hour and date specified for the return of the Application.

## **A6 Freedom of Information Exclusion Schedule**

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Applicants' attention is drawn to the Conditions of Application and Terms and Conditions of the Contract.

As a public body the Authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information.

The Authority shall treat all Applicant's responses as confidential during the Application process, but may receive requests for information after the Contract has been awarded which it will need to consider, applying the principles of the FOIA. More information is available from: [www.ico.org.uk](http://www.ico.org.uk)

Applicants are advised to refer to the FOIA to determine what they are entitled to identify as confidential or commercially sensitive. Simply stating that the entire document is confidential or commercially sensitive is unlikely to be acceptable and Applicants should note that ultimate disclosure of information is at the sole discretion of the Authority. While the Authority aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, Applicants are responsible for ensuring that any confidential or commercially sensitive information is identified to the Authority below.

Applicants should state here which items of information (if any) supplied by them in their Application they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the FIOA. Applicants should state why they consider the information to be confidential or commercially sensitive.

Regardless of whether you have designated any of the information in your Application as confidential or commercially sensitive or not, you must Sign and Date where it asks you to do so at the end of this section. Disclosure of information is at the sole discretion of the Authority.

### Commercially Sensitive Information

Is there any information within your Application you wish to be designated as confidential or commercially sensitive? If you have answered Yes you must complete the table below and provide details on how long this information should be exempt for.

Yes ☐

No ☐

I declare that I wish the information detailed in the table below to be designated as confidential or commercially sensitive<sup>1</sup>:

Document		Section / Page Number	Details of the Confidential / Commercially Sensitive Information	The reason(s) it is considered that this information should be exempt under the Freedom of Information Act 2000
RFQ Part 2 Response	Choose an item.			
RFQ Part 3 Pricing	Choose an item.			
Appendices	Choose an item.			

The period of time for which it is considered this information should be exempt is *(please select **ONE** of the options below)*:

Until award of Contract ☐

During the period of the Contract ☐

For a period of [insert number of years] years until [insert month and year] ☐

Not Applicable ☐

<sup>1</sup> Applicants may add additional rows to the table if required.

## A7 Signature

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Organisation name	
Full postal address	
Telephone number	
Signed	
Name ( <i>in block capitals</i> )	
In the capacity of ( <i>state official position e.g. director, manager etc.</i> )	

## **B Stage 1: Supplier Suitability Questionnaire**

### **B1 Notes for Completion**

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**This section must be completed by all Applicants applying for funding under Lot 3, Lot 5, Lot 6.**

**Applicants applying for Lot 1, Lot 2, Lot 3 or Lot 4 are not required to complete this section.**

- B1.1** “You” / “Your” refers to the Applicant completing this Response document i.e. the legal entity responsible for the information provided and who the Council will Contract with. The Applicant could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
- B1.2** Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please do so in the spaces provided.

### **B2 Applicant Information and Exclusion Grounds**

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- B2.1** This Response document is a self-declaration, made by you (the Applicant), that you do not meet any of the grounds for exclusion<sup>2</sup>. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
- B2.2** A completed declaration at section B5 provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds.
- B2.3** Full details of the mandatory and discretionary exclusion grounds summarised in sections B6 and B7 below can be found at:

[Annex C Exclusion Grounds.pdf \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)

### **B3 Consequences of Misrepresentation**

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- B3.1** If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from this contract and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud

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<sup>2</sup> For the list of exclusion please see:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551130/List\\_of\\_Mandatory\\_and\\_Discretionary\\_Exclusions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf)



by false representation, and you must be excluded from further procurements for five years.

## B4 Applicant Information

Please complete the following section in full

Question Number	Question	Response
B4.1	Full name of the Applicant submitting the information.	
B4.2	Applicant's registered office address (if applicable)	
B4.3	Registered website address (if applicable)	
B4.4	Trading status	Choose an item.
	If you have selected 'other' please specify your trading status	
B4.5	Date of registration in country of origin	
B4.6	Company registration number (if applicable)	
B4.7	Charity registration number (if applicable)	
B4.8	Registered VAT number	
B4.9	If applicable, are you registered with the appropriate professional or trade register(s) in the state where your organisation is established?	Choose an item.
	If you have answered 'yes' please provide the relevant details including the registration number(s)	
B4.10	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in	Choose an item.

Question Number	Question	Response
	order to provide the services specified in this procurement?	
	If you have answered 'yes' please provide details of what is required and confirmation you have complied with this	
<b>B4.11</b>	Trading name(s) that will be used if successful in this procurement	
<b>B4.12</b>	If applicable please select the relevant classification	Choose an item.
<b>B4.13</b>	Are you a Small, Medium or Micro Enterprise (SME) <sup>3</sup> ?	Choose an item.
<b>B4.14</b>	Do you have an immediate parent company?	Choose an item.
	If you have answered 'yes' please provide the following information:	
	Full name of immediate parent company	
	Registered office address (if applicable)	
	Registration number (if applicable)	
	Head office DUNS number (if applicable)	
	Head office VAT number (if applicable)	
<b>B4.15</b>	Do you have an ultimate parent company?	Choose an item.
	If you have answered 'yes' please provide the following information:	
	Full name of ultimate parent company	
	Registered office address (if applicable)	
	Registration number (if applicable)	

<sup>3</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

Question Number	Question	Response
	Head office DUNS number (if applicable)	
	Head office VAT number (if applicable)	

## B5 Contact Details and Declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.

Question Number	Question	Response
B5.1	Contact name	
B5.2	Name of organisation	
B5.3	Role in organisation	
B5.4	Phone number	
B5.5	Email address	
B5.6	Full postal address	
B5.7	Signature (electronic is acceptable):	
	Date signed	

## B6 Grounds for Mandatory Exclusion

Please complete the following section in full.

Question Number	Question	Response
B6.1	Please indicate if, within the past five years you, your organisation or any other person who has the powers of representation, decision or control in the organisation	

Question Number	Question	Response
	has been convicted anywhere in the world of any of the offences within the summary below:	
a)	Participation in a criminal organisation	Choose an item.
b)	Corruption	Choose an item.
c)	Terrorist offences or offences linked to terrorist activities	Choose an item.
d)	Money laundering or terrorist financing	Choose an item.
e)	Child labour or other forms of trafficking in human beings	Choose an item.
<b>B6.2</b>	<p>If you have answered Yes to any of questions B6.1a) to B6.1e) please provide further details, including:</p> <p>Date of conviction, specify which of the grounds listed the conviction was for and the reasons for conviction;</p> <p>Identity of who has been convicted:</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents.</p>	
<b>B6.3</b>	If you have answered yes to any of questions B6.1a) to B6.1e) have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	
<b>B6.4</b>	Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is	Choose an item.

Question Number	Question	Response
	in breach of obligations related to the payment of tax or social security contributions?	
<b>B6.5</b>	If you have answered yes to question B6.4 please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.	

**Please Note: The Council reserves the right to use its discretion to exclude an Applicant where it can demonstrate by any appropriate means that the Applicant is in breach of its obligations relating to the non-payment of taxes or social security contributions.**

## **B7 Grounds for Discretionary Exclusion**

Please complete the following section in full.

Question Number	Question	Response
<b>B7.1</b>	Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
<b>a)</b>	Breach of environmental obligations?	Choose an item.
<b>b)</b>	Breach of social obligations?	Choose an item.
<b>c)</b>	Breach of labour law obligations?	Choose an item.
<b>d)</b>	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure	Choose an item.

Question Number	Question	Response
	under the laws and regulations of any State?	
e)	Guilty of grave professional misconduct?	Choose an item.
f)	Entered into agreements with other economic operators aimed at distorting competition?	Choose an item.
g)	Aware of any conflict of interest due to participation in the procurement procedure? <sup>4</sup>	Choose an item.
h)	Been involved in the preparation of the procurement procedure? <sup>5</sup>	Choose an item.
i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Choose an item.
<b>B7.2</b>	Please answer the following statements	
a)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Choose an item.
b)	The organisation has withheld such information.	Choose an item.
c)	The organisation has influenced the decision-making process of the Council to obtain confidential information that may	Choose an item.

<sup>4</sup> Where the Applicant is aware that any member of Council staff involved in the procurement procedure has, directly or indirectly, a financial, economic or other personal interest in relation to the Applicant which might be perceived to compromise the staff member's impartiality.

<sup>5</sup> Where the Applicant has advised the Council in the planning of the procurement procedure and/or has access to privileged information, which may provide the Applicant with a competitive advantage.

Question Number	Question	Response
	confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
<b>B7.3</b>	If you have answered 'yes' to any of questions B7.1a) to B7.1i) and/or B7.2a) to B7.2d) please explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of relevant ground for exclusion? (Self Cleaning)	

## B8 Financial Standing

Please complete the following section in full.

Question Number	Question	Response
<b>B8.1</b>	In submitting this form you agree to the Council undertaking a credit check as detailed in the instructions above.	
	Please provide the company registration number against which the check should be made.	
<b>B8.2</b>	Applicants are required to indicate below the financial information they are able to provide if requested to do so.  To prevent delays to the due diligence process any Applicant may be asked, at any point during the evaluation period, to submit the support financial information indicated. Where information is requested this will only be assessed in respect of the successful Applicant(s).	
	Are you able to provide a copy of your audited accounts for the last 2 years if requested?  If no, can you provide one of the following:	Choose an item.

Question Number	Question	Response
<b>a)</b>	A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Choose an item.
<b>b)</b>	A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Choose an item.
<b>c)</b>	Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Choose an item.
<b>B8.3</b>	Please indicate whether your annual turnover for the previous 2 financial years is a minimum of twice the annual value of the funding you are applying for.	Choose an item.
<b>B8.4</b>	If you are unable to provide any of the financial information set out in question B8.2 and/or have answered No to question B8.3 please provide a brief explanation for this, e.g. your organisation is a new start-up:	



## B9 Insurance

Please complete the following section in full.

Question Number	Question	Response
<b>B9.1</b>	Please self-certify where you already have, or can commit to obtain prior to the commencement of the contract, the minimum levels of insurance cover indicated below	
<b>a)</b>	Employers (Compulsory) Liability Insurance* = £5,000,000  <i>* Please note this requirement is not applicable to Sole Traders.</i>	Choose an item.
<b>b)</b>	Public Liability Insurance = £5,000,000	Choose an item.
<b>c)</b>	Please provide details of any other insurances you hold (including the level of cover provided) that are required to enable you to deliver your proposed project.	

## B10 Requirements under the Modern Slavery Act 2015

Please complete the following section in full.

Question Number	Question	Response
<b>B10.1</b>	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Choose an item.
<b>B10.2</b>	If you have answered 'Yes' to question B10.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Choose an item.
<b>a)</b>	If you have answered 'Yes' please provide the relevant URL	
<b>b)</b>	If you have answered 'No' please provide an explanation	

## B11 Technical and Professional Ability

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Please complete the following section in full.

Question Number	Question	Response
<b>B11.1</b>	Has your organisation been subject to any breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects?	Choose an item.
	If you have answered 'Yes' please provide details	
<b>B11.2</b>	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Choose an item.
	If you have answered 'Yes' please provide details	
<b>B11.3</b>	Please confirm that you have the necessary policies, procedures and systems in place to comply with your obligations under Data Protection legislation.	Choose an item.

## C Applicable Lots

**All Applicants are required to complete this Section.**

### Minimum Requirement

That the Applicant provides a response to this question.

### Evaluation Criteria

All Applicants are required to complete this Section to indicate which Lots they are bidding for, by indicating Yes or No against each of the Lots. This section will be evaluated on the basis that the Applicant has clearly identified the Lot(s) which they are bidding for.

Lot Number and Name	Response
Lot 1 - E3: Creation of and improvements to local green spaces	Choose an item.
Lot 2 - E9: Impactful volunteering and/or social action projects	Choose an item.
Lot 3 - E10: Local sport facilities, tournaments, teams and leagues	Choose an item.
Lot 4 - E17: Development and promotion of the visitor economy	Choose an item.
Lot 5 - E25 Bid for and host international business events and conferences	Choose an item.
Lot 6 – E26: Growing the local social economy	Choose an item.

### Supplier Suitability Questionnaire

All Applicants who have answered Yes to Lot 3, Lot 5 or Lot 6 must complete the Supplier Suitability Questionnaire at section B above.

## D Stage 2: Mandatory Requirements

### All Applicants must complete this section.

Where a requirement is not applicable to your project proposals or the Lot(s) you are applying for please answer N/A. Where an Applicant is applying for more than one Lot the response provided must in respect of any Lots where the requirement is applicable. For example, where an Applicant is applying for two lots and question E1 only applies to the services being provided under one of the lots the Applicant must respond on the basis of the lot the question applies to.

### Minimum Requirement / Evaluation Criteria

These questions will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement is not applicable to the Lot(s) you are applying for an N/A response will be deemed a Pass.

### Evidencing Compliance

You do not need to provide evidence of compliance at this stage. As part of the Council's pre-award due diligence process or prior to Contract commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with these requirements. Where compliance is not evidenced for one or more requirements the Contract may be withdrawn or terminated.

Question Number	Question	Response
D1	Please confirm whether you will comply with the requirements set out in section E2.1 Safer Recruitment of Part 1 Information and Specification.	Choose an item.
D2	Please confirm that you will comply with the requirements set out in section E2.2 Data Protection of Part Information and Specification.	Choose an item.
D3	Please confirm whether you will comply with the requirements set out in section E2.3 Health and Safety of Part 1 Information and Specification.	Choose an item.
D4	Please confirm whether you will comply with the requirements set out in section E2.4 Invoicing of Part 1 Information and Specification.	Choose an item.
D5	Please confirm whether you will comply with the requirements set out in section E2.5 Business Continuity of Part 1 Information and Specification and that you will provide evidence of your plan if required to do so by the Council.	Choose an item.
D6	Please confirm whether you will comply with the requirements set out in section E2.6 Use of Council Branding of Part 1 Information and Specification.	Choose an item.

## E Stage 2: Project Information

### Please Note

All Applicants are required to complete this section. Where a requirement is not applicable to the Lot(s) you are applying for please answer N/A.

Where an Applicant is applying for more than one Lot they must submit a separate response in respect of each Lot.

### Minimum Requirement / Evaluation Criteria

This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must answer all of the questions.

E1 Lot 1- E3: Creation and improvements to local green spaces		
E1.1	Project name	
E1.2	Brief project description	
E1.3	Lead Applicant	
E1.4	Delivery partner(s), <i>if applicable</i>	
E1.5	Type of Applicant, <i>please select any of the following which apply</i> <div style="display: flex; justify-content: space-between;"> <span>Charity <input type="checkbox"/></span> <span>Sheltered Workshop <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Private Sector <input type="checkbox"/></span> <span>Small, Medium or Micro Enterprise (SME)<sup>6</sup> <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Public Sector <input type="checkbox"/></span> <span>Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Public Service Mutual <input type="checkbox"/></span> </div>	
E1.6	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
E1.7	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
E1.8	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	

<sup>6</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<b>E1.9</b>	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
<b>E1.10</b>	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	

## **E2 Lot 2 - E9: Impactful volunteering and/or social action projects**

<b>E2.1</b>	Project name	
<b>E2.2</b>	Brief project description	
<b>E2.3</b>	Lead Applicant	
<b>E2.4</b>	Delivery partner(s), <i>if applicable</i>	
<b>E2.5</b>	Type of Applicant, <i>please select any of the following which apply</i> <div> <div>Charity <input type="checkbox"/></div> <div>Sheltered Workshop <input type="checkbox"/></div> <div>Private Sector <input type="checkbox"/></div> <div>Small, Medium or Micro Enterprise (SME)<sup>7</sup> <input type="checkbox"/></div> <div>Public Sector <input type="checkbox"/></div> <div>Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/></div> <div>Public Service Mutual <input type="checkbox"/></div> </div>	
<b>E2.6</b>	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
<b>E2.7</b>	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
<b>E2.8</b>	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
<b>E2.9</b>	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
<b>E2.10</b>	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	

<sup>7</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

E3 Lot 3 - E10: Local sports facilities, tournaments, teams and leagues		
E3.1	Project name	
E3.2	Brief project description	
E3.3	Lead Applicant	
E3.4	Delivery partner(s), <i>if applicable</i>	
E3.5	Type of Applicant, <i>please select any of the following which apply</i> <div style="display: flex; justify-content: space-between;"> <span>Charity <input type="checkbox"/></span> <span>Sheltered Workshop <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Private Sector <input type="checkbox"/></span> <span>Small, Medium or Micro Enterprise (SME)<sup>8</sup> <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Public Sector <input type="checkbox"/></span> <span>Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Public Service Mutual <input type="checkbox"/></span> </div>	
E3.6	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
E3.7	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
E3.8	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
E3.9	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
E3.10	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	

E4 Lot 4 - E17: Development and promotion of the visitor economy		
E4.1	Project name	

<sup>8</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<b>E4.2</b>	Brief project description	
<b>E4.3</b>	Lead Applicant	
<b>E4.4</b>	Delivery partner(s), <i>if applicable</i>	
<b>E4.5</b>	Type of Applicant, <i>please select any of the following which apply</i> <div style="display: flex; justify-content: space-between;"> <span>Charity <input type="checkbox"/></span> <span>Sheltered Workshop <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Private Sector <input type="checkbox"/></span> <span>Small, Medium or Micro Enterprise (SME)<sup>9</sup> <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Public Sector <input type="checkbox"/></span> <span>Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/></span> </div> <div style="display: flex; justify-content: space-between;"> <span>Public Service Mutual <input type="checkbox"/></span> </div>	
<b>E4.6</b>	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
<b>E4.7</b>	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
<b>E4.8</b>	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
<b>E4.9</b>	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
<b>E4.10</b>	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	

## E5 Lot 5 - E25: Bid for and host international business events and conferences

<b>E5.1</b>	Project name	
<b>E5.2</b>	Brief project description	
<b>E5.3</b>	Lead Applicant	

<sup>9</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>



<b>E5.4</b>	Delivery partner(s), <i>if applicable</i>	
<b>E5.5</b>	Type of Applicant, <i>please select any of the following which apply</i>	
	Charity <input type="checkbox"/> Sheltered Workshop <input type="checkbox"/> Private Sector <input type="checkbox"/> Small, Medium or Micro Enterprise (SME) <sup>10</sup> <input type="checkbox"/> Public Sector <input type="checkbox"/> Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/> Public Service Mutual <input type="checkbox"/>	
<b>E5.6</b>	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
<b>E5.7</b>	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
<b>E5.8</b>	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
<b>E5.9</b>	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
<b>E5.10</b>	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	
<b>E5.11</b>		

## E6 Lot 6 - E26: Growing the local social economy

<b>E6.1</b>	Project name	
<b>E6.2</b>	Brief project description	
<b>E6.3</b>	Lead Applicant	
<b>E6.4</b>	Delivery partner(s), <i>if applicable</i>	

<sup>10</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

<b>E6.5</b>	Type of Applicant, <i>please select any of the following which apply</i>	
	Charity <input type="checkbox"/>	Sheltered Workshop <input type="checkbox"/>
	Private Sector <input type="checkbox"/>	Small, Medium or Micro Enterprise (SME) <sup>11</sup> <input type="checkbox"/>
	Public Sector <input type="checkbox"/>	Voluntary, Community or Social Enterprise (VCSE) <input type="checkbox"/>
	Public Service Mutual <input type="checkbox"/>	
<b>E6.6</b>	Will the project be delivered within the Torbay local authority boundary?	Choose an item.
<b>E6.7</b>	Will the project be delivered elsewhere, <i>if you have answered Yes please provide further details</i>	Choose an item.
<b>E6.8</b>	Proposed start date, <i>the date from which eligible expenditure will be incurred</i>	
<b>E6.9</b>	Proposed financial completion date, <i>the date by which eligible costs will be defrayed</i>	
<b>E6.10</b>	Proposed practical completion date, <i>the date by which all outputs and outcomes will be achieved</i>	
<b>E6.11</b>		

<sup>11</sup> See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

## F Stage 2: Outputs and Outcomes

### Please Note

All Applicants are required to complete this section.

Where an Applicant is applying for more than one Lot they must submit a separate response in respect of each Lot.

### Minimum Requirement / Evaluation Criteria

This section will be evaluated on the basis of Pass / Fail. In order to achieve a Pass you must complete the table relevant to the Lot(s) you are applying for.

## F1 Lot 1 - E3: Creation and improvements to local green spaces

	Torbay Programme Target	2022/2023	2023/2024				
		Q4	Q1	Q2	Q3	Q4	Total
Output							
Number of neighbourhood improvements undertaken (numerical value)	4						
Amount of green or blue space created or improved (m²)	100						
Outcome							
Increased footfall (% increase)	10.00%	%	%	%	%	%	%

	Torbay Programme Target	2022/2023	2023/2024				Total
		Q4	Q1	Q2	Q3	Q4	
Improved perceived/experienced accessibility (% increase)	10.00%	%	%	%	%	%	%
Improved perception of facilities/amenities (% increase)	50.00%	%	%	%	%	%	%

## F2 Lot 2 - E9: Impactful volunteering and/or social interaction projects

	Torbay Programme Target	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output											
Number of organisations receiving financial support other than grants (numerical value)	5										
Number of organisations receiving grants (numerical value)	4										
Number of local events or activities supported (numerical value)	5										

	Torbay Programme Target	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Number of volunteering opportunities supported (numerical value)	90										
Number of projects (numerical value)	2										
<b>Outcome</b>											
Improved engagement numbers (% increase)	20.00%	%	%	%	%	%	%	%	%	%	%
Volunteering numbers as a result of support (numerical value)	90										

### F3 Lot 3 - E10: Local sports facilities, tournaments, teams and leagues

	Torbay Programme Target	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Output</b>											
Number of facilities supported/created (numerical value)	2										

	Torbay Programme Target	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Levels of participation in sports and recreational activities at facilities that have benefitted from funding (based on registered players/teams) (% increase)	15.00%	%	%	%	%	%	%	%	%	%	%
<b>Outcome</b>											
Increased users of facilities/amenities (% increase)	20.00%	%	%	%	%	%	%	%	%	%	%
Improved perception of facility / infrastructure project (% increase)	15.00%	%	%	%	%	%	%	%	%	%	%

## F4 Lot 4 - E17: Development and promotion of the visitor economy

	Torbay Programme Target	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
<b>Output</b>											
Number of businesses receiving non-financial support (numerical value)	4										

	Torbay Programme Target	2022/2023	2023/2024				2024/2025				Total
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Number of Tourism, Culture or heritage assets created or improved (numerical value)	3										
Number of people reached (numerical value)	40,000										
Number of local events or activities supported (numerical value)	4										
<b>Outcome</b>											
Jobs created (numerical value)	3										
Jobs safeguarded (numerical value)	8										
Increased footfall (% increase)	25.00%	%	%	%	%	%	%	%	%	%	%
Increased visitor numbers (% increase)	15.00%	%	%	%	%	%	%	%	%	%	%
Increase in visitor spending (% increase)	2.00%	%	%	%	%	%	%	%	%	%	%
Improved perception of attractions (%  increase)	5.00%	%	%	%	%	%	%	%	%	%	%

## F5 Lot 5 - E25: Bid for and host international business events and conferences

	Torbay Programme Target	2023/2024				2024/2025				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output										
Number of businesses receiving grants (numerical value)	1									
Number of events/participatory programmes (numerical value)	3									
Outcome										
Increased visitor numbers (% increase)	1.00%	%	%	%	%	%	%	%	%	%
Increased number of businesses supported (% increase)	20.00%	%	%	%	%	%	%	%	%	%
Increased amount of investment (£)	£40,000.00	£	£	£	£	£	£	£	£	£



## F6 Lot 6 – E26: Growing the local social economy

	Torbay Programme Target	2023/2024				2024/2025				Total
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Output										
Number of businesses receiving non-financial support (numerical value)	30									
Number of potential entrepreneurs provided assistance to be business ready (numerical value)	10									
Outcome										
Jobs created (numerical value)	4									
Jobs safeguarded (numerical value)	7									
Number of new businesses created (numerical value)	15									
Number of businesses engaged in new markets (numerical value)	4									

## **G Stage 2: Award Questionnaire**

### **Please Note**

Applicants are required to submit their responses to the Award Questions below. Responses should be entered into the relevant response text boxes which can be found at the end of each set of questions.

Responses should:

- be drafted in a way that enables them to form part of the Contract;
- contain sufficient detail to demonstrate you meet the core requirements set out in the Specification;
- relevant to the question;
- where applicable meet any word or page limits set – Applicants should note the evaluation of responses will not go beyond the word or page limit;
- only include supporting information where this is permitted – Applicants should note that supporting information must be clearly named, identifiable and referenced in the question to which it relates.

Applicants are required to complete the sections relevant only to the Lot(s) for which they are applying.

Where an Applicant is applying for more than one Lot they must submit a separate response in respect of each Lot.

Minimum requirements and evaluation criteria are included within each question.

### **G1 Lot 1 - E3: Creation and improvements to local green spaces**

#### **G1.1 Project Proposal and Deliverability**

Please explain your project proposal in detail. As a minimum your response should address all of the following:

- a) Fully describe your project and your approach to delivery;
- b) Evidence of local need and/or demand for the project;
- c) Your methodology for achieving the project outputs and outcomes;
- d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable);
- e) Details of any experience you have of delivering similar projects;
- f) Your approach to monitoring and evaluation of the project outputs and outcomes;
- g) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence:

- a) What your project will do and how it will be delivered;
- b) There is a genuine need for what you are proposing to do;
- c) Your project is capable of delivering the required outputs and outcomes within the timescales;
- d) You have the organisational capacity and experience necessary to successfully deliver the project;
- e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;
- f) You understand the risks/issues associated with the project and how they can be mitigated.

**Page / Word Limit:** Maximum 6 pages A4 in Arial 12

**Permitted Appendices and Supplementary Information:** You may provide any of the following in support of your response:

- a) Project implementation plan
- b) Project delivery plan
- c) Case studies (maximum 2)
- d) CVs for key staff
- e) Risk / issues log

## **G1.2 Financial Deliverability**

Please explain how the overall cost for the project has been calculated and what you have done to ensure your costings are accurate.

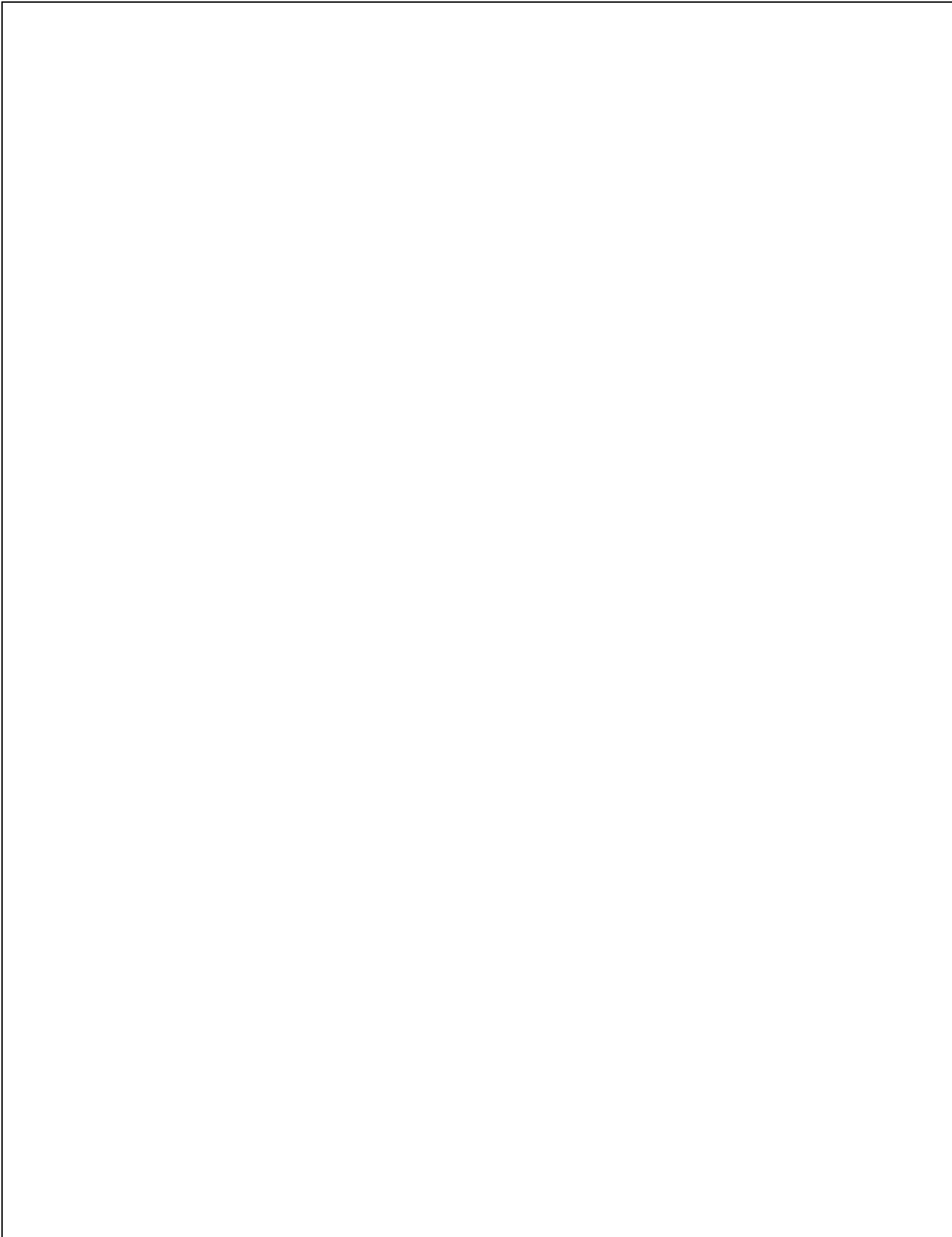
**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.

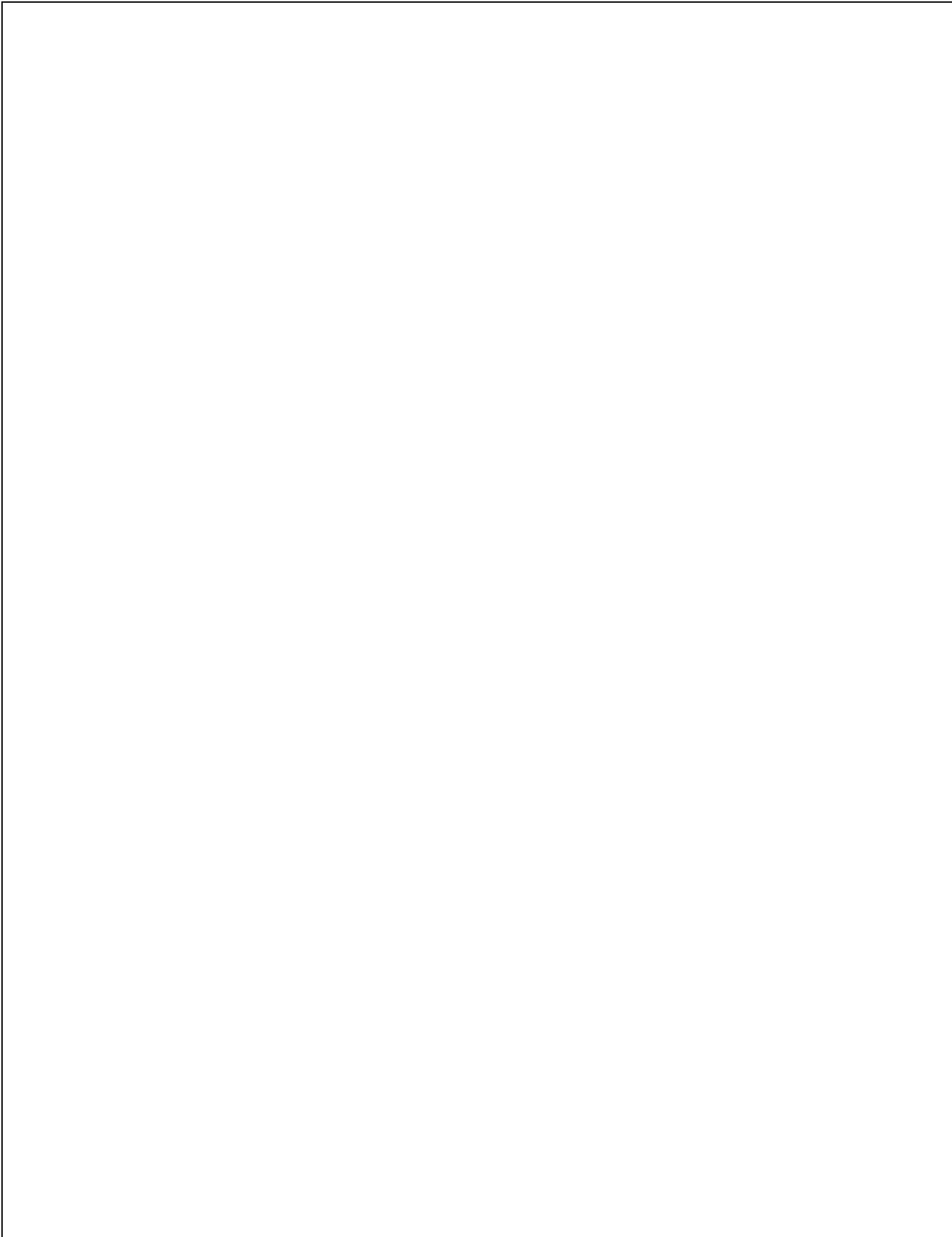
**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence that your project can be delivered within the budget you are proposing.

**Page / Word Limit:** Maximum 2 pages A4 in Arial 12

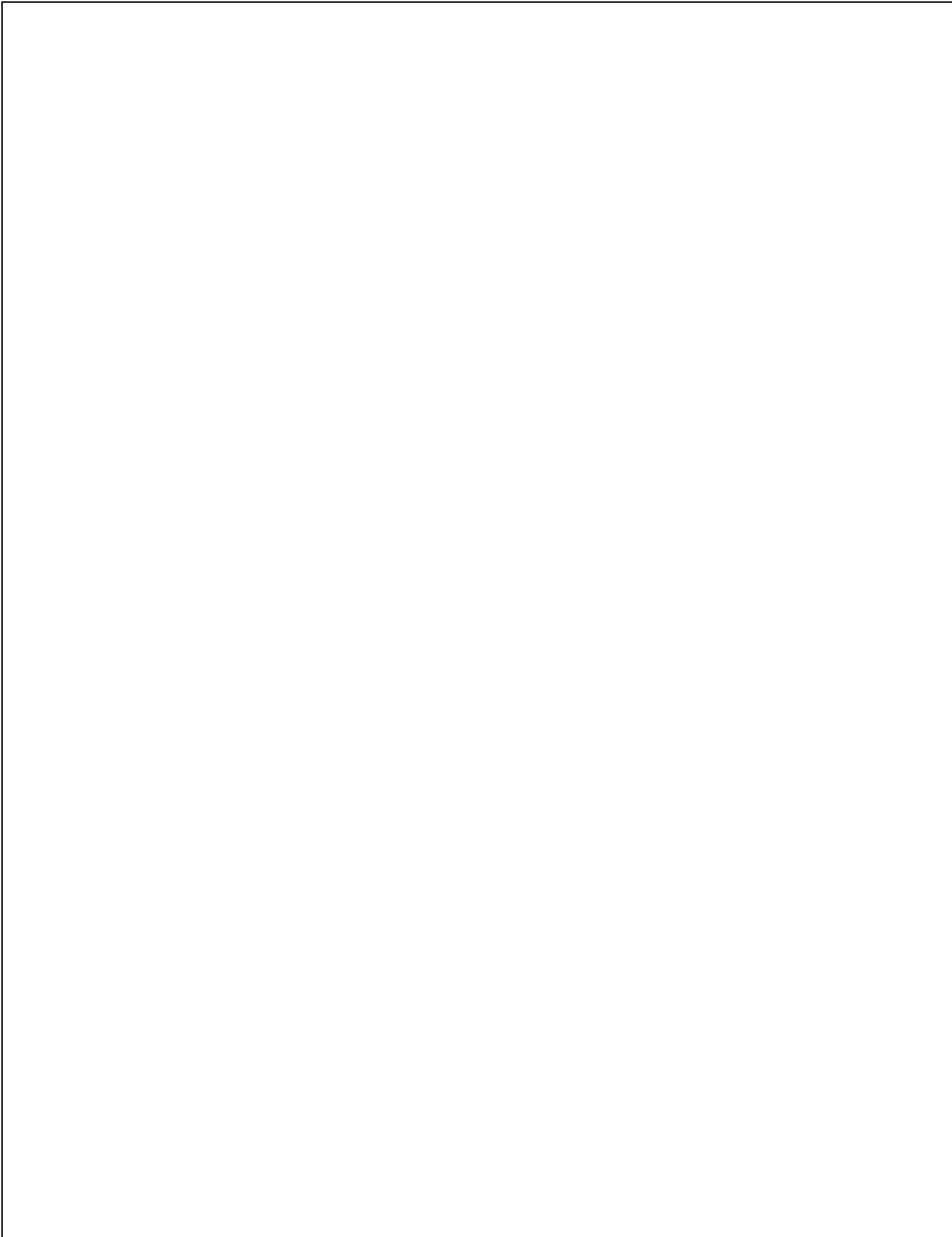
**Permitted Appendices and Supplementary Information:** The inclusion of Appendices and Supplementary Information is not permitted

**RESPONSE: LOT 3 - G1.1 PROJECT PROPOSAL AND DELIVERABILITY**

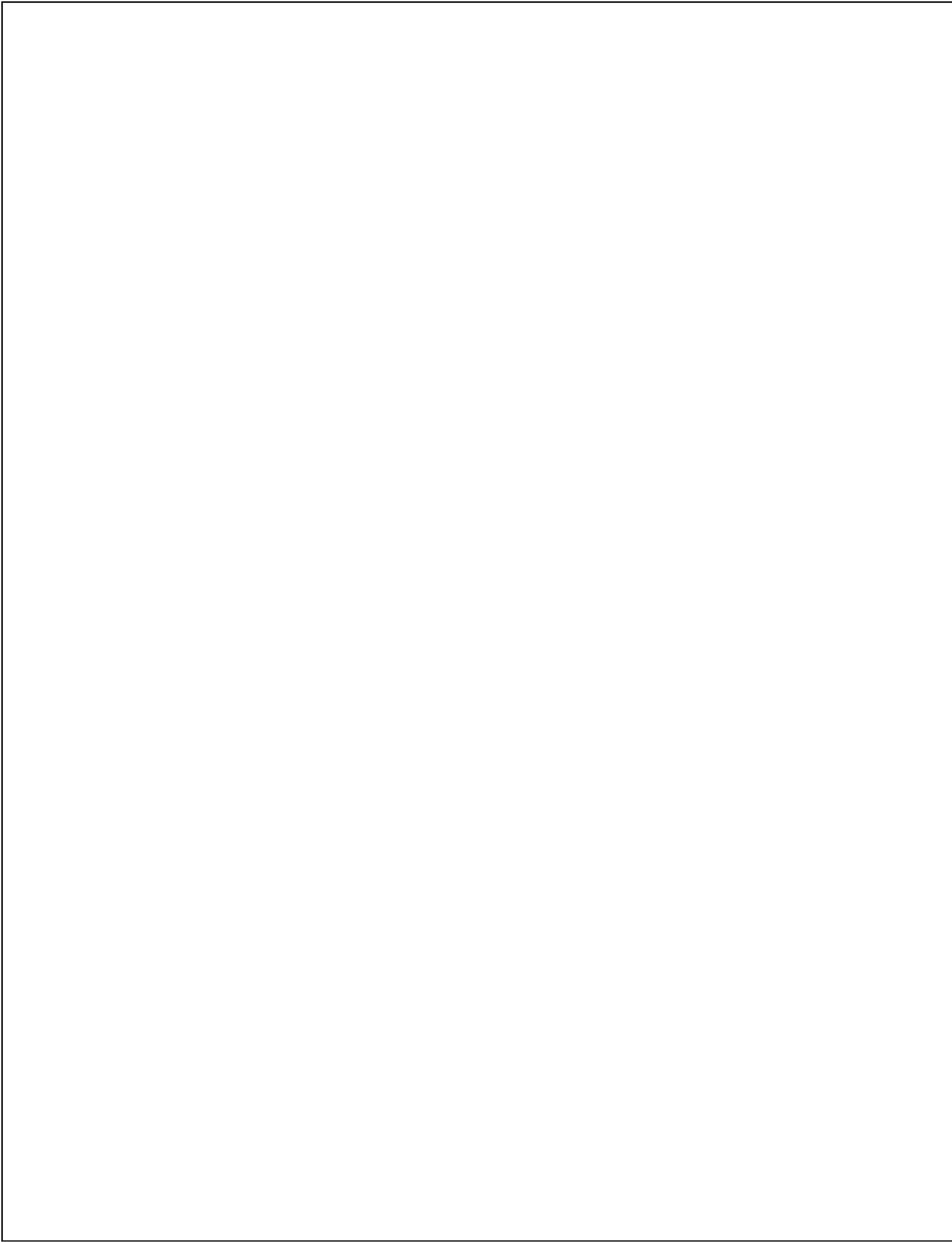




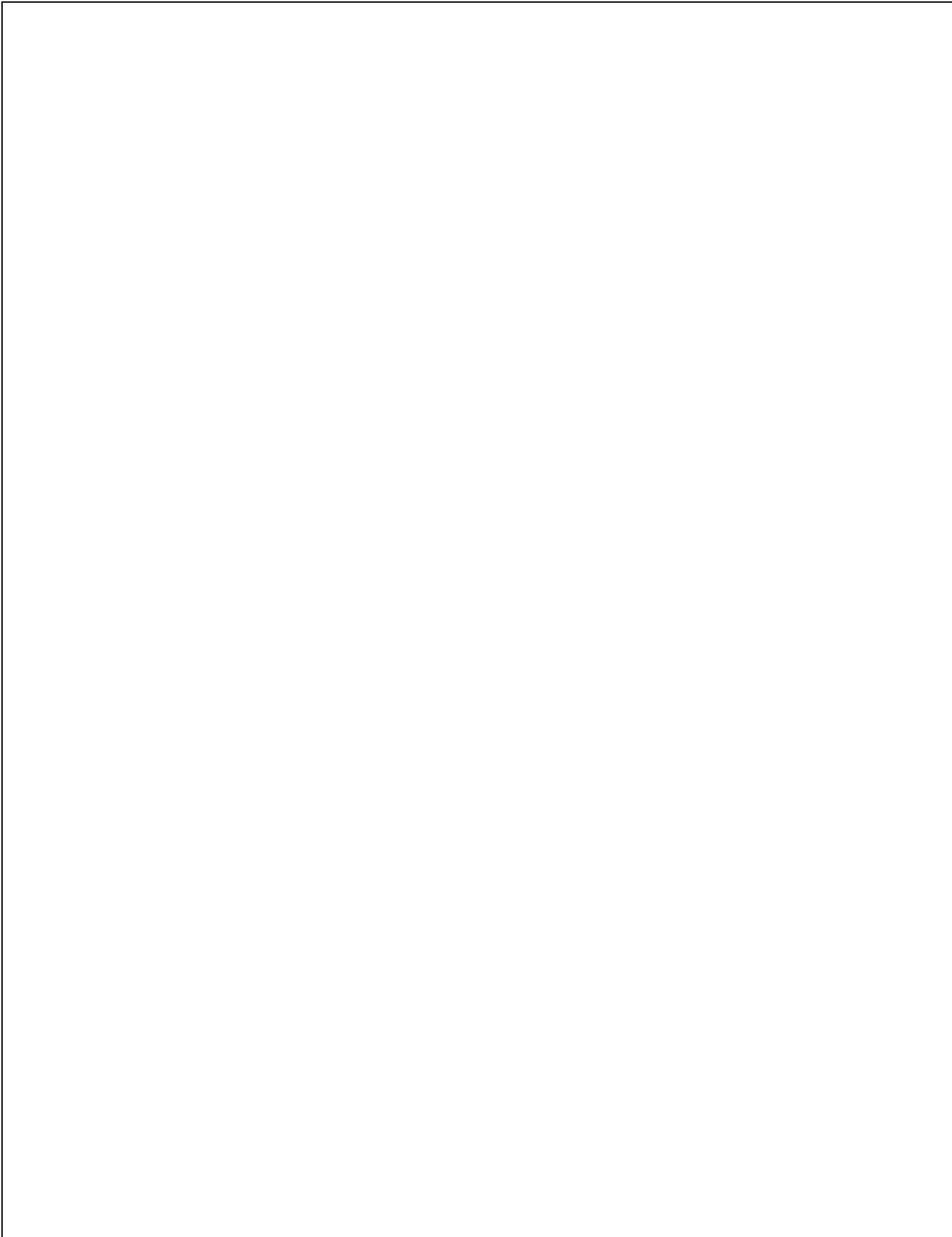








## **RESPONSE: LOT 3 - G1.2 FINANCIAL DELIVERABILITY**



## **G2 Lot 2 - E9: Impactful volunteering and/or social action projects**

### **G2.1 Project Proposal and Deliverability**

Please explain your project proposal in detail. As a minimum your response should address all of the following:

- a) Fully describe your project and your approach to delivery;
- b) Evidence of local need and/or demand for the project;
- c) Your methodology for achieving the project outputs and outcomes;
- d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable);
- e) Details of any experience you have of delivering similar projects;
- f) Your approach to monitoring and evaluation of the project outputs and outcomes;
- g) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence:

- a) What your project will do and how it will be delivered;
- b) There is a genuine need for what you are proposing to do;
- c) Your project is capable of delivering the required outputs and outcomes within the timescales;
- d) You have the organisational capacity and experience necessary to successfully deliver the project;
- e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;
- f) You understand the risks/issues associated with the project and how they can be mitigated.

**Page / Word Limit:** Maximum 6 pages A4 in Arial 12

**Permitted Appendices and Supplementary Information:** You may provide any of the following in support of your response:

- a) Project implementation plan
- b) Project delivery plan
- c) Case studies (maximum 2)
- d) CVs for key staff
- e) Risk / issues log

## G2.2 Financial Deliverability

Please explain how the overall cost for the project has been calculated and what you have done to ensure your costings are accurate.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.

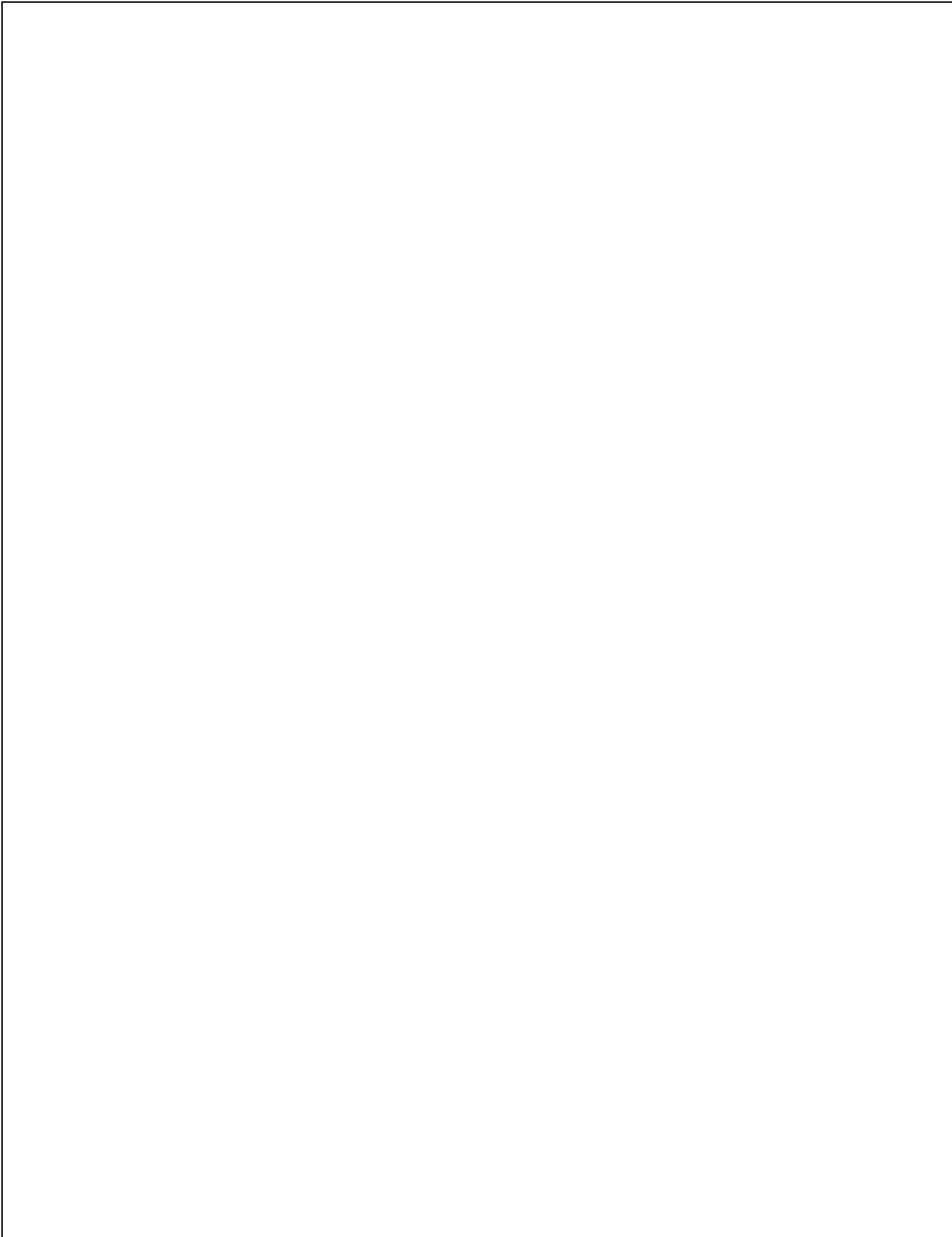
**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence that your project can be delivered within the budget you are proposing.

**Page / Word Limit:** Maximum 2 pages A4 in Arial 12

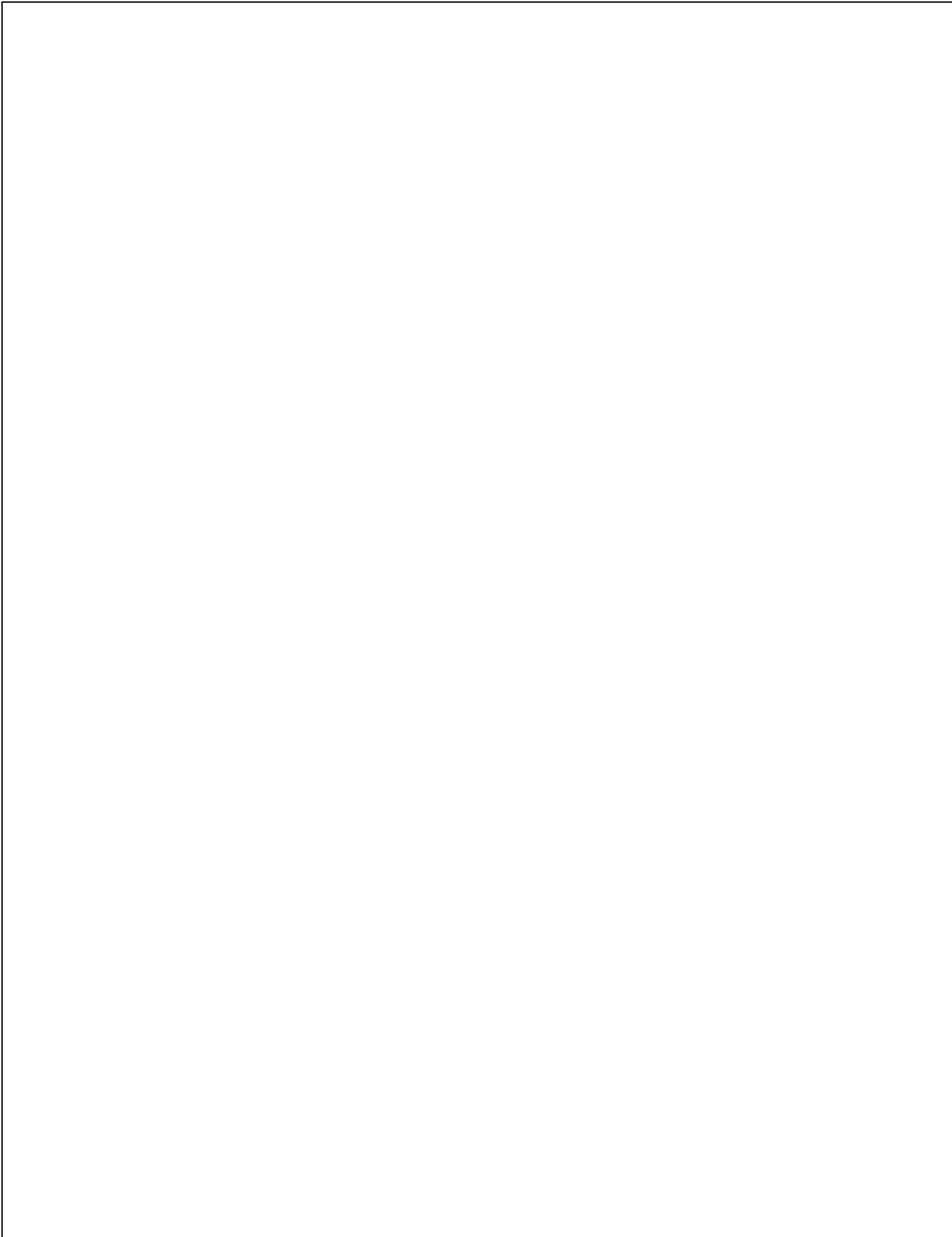
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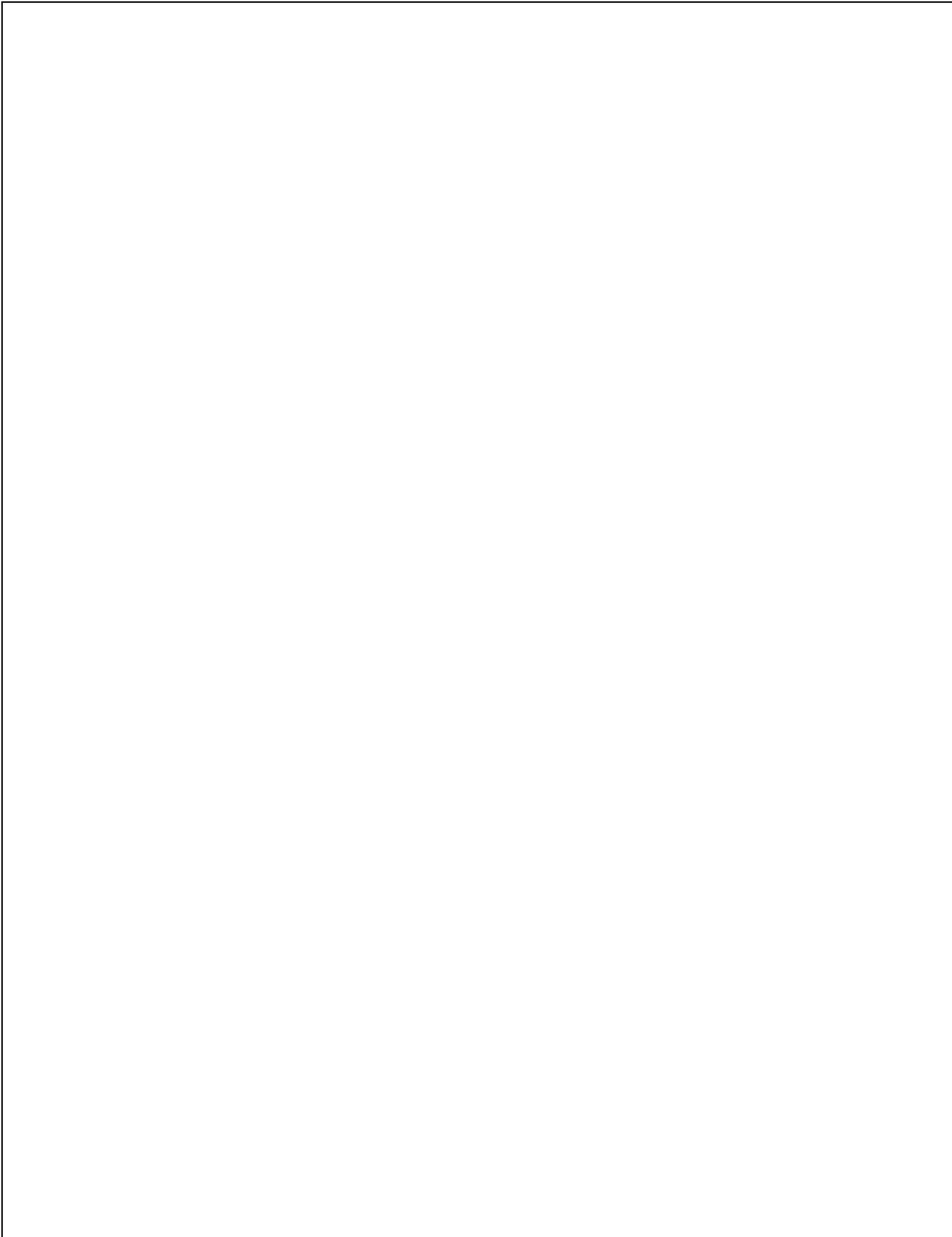
## **RESPONSE: LOT 2 - G2.1 PROJECT PROPOSAL AND DELIVERABILITY**

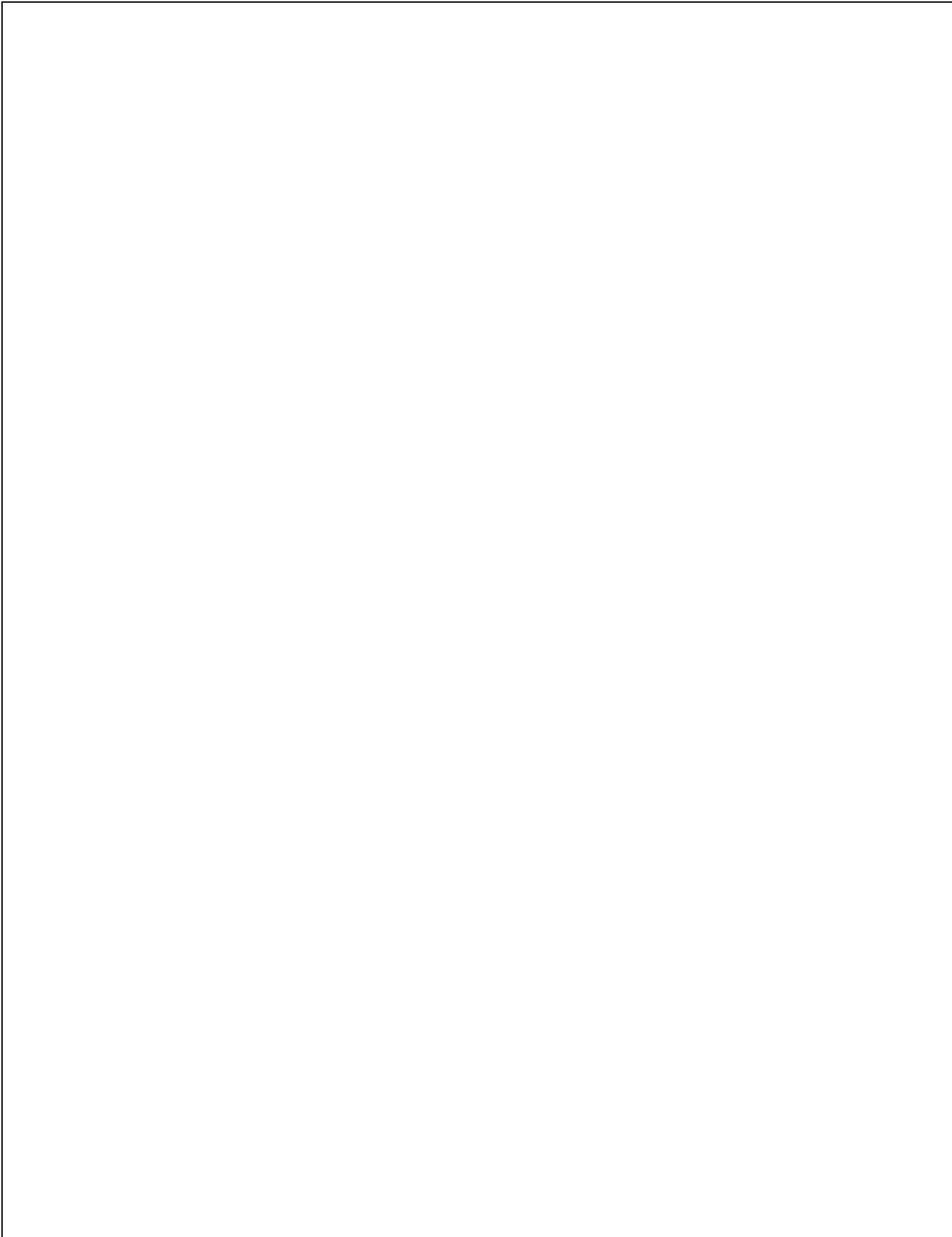




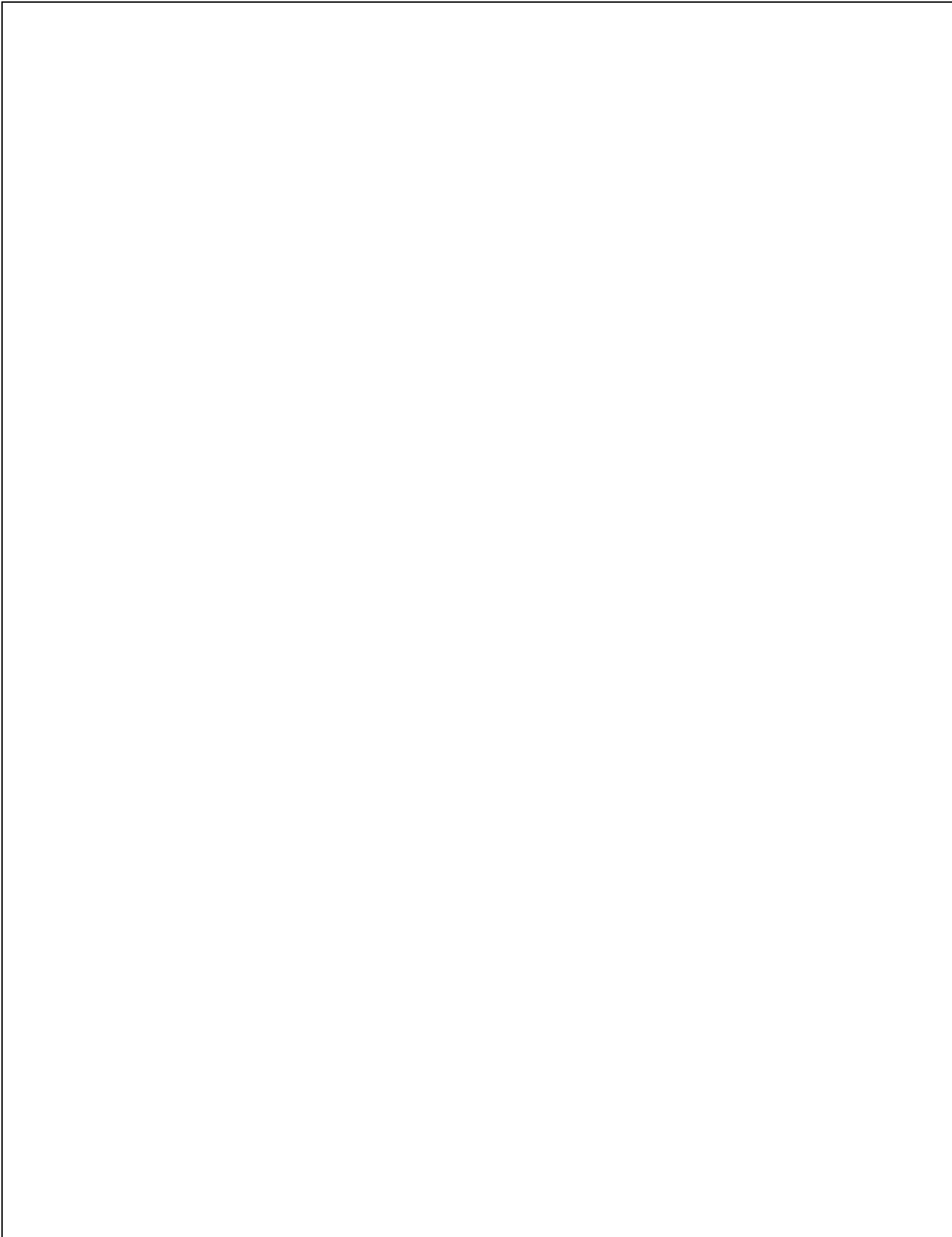








## **RESPONSE: LOT2 – G2.2 FINANCIAL DELIVERABILITY**



## **G3 Lot 3 - E10: Local sports facilities, tournaments, teams and leagues**

### **G3.1 Project Proposal and Deliverability**

Please explain your project proposal in detail. As a minimum your response should address all of the following:

- a) Fully describe your project and your approach to delivery;
- b) Evidence of local need and/or demand for the project;
- c) Your methodology for achieving the project outputs and outcomes;
- d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable);
- e) Details of any experience you have of delivering similar projects;
- f) Your approach to monitoring and evaluation of the project outputs and outcomes;
- g) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence:

- a) What your project will do and how it will be delivered;
- b) There is a genuine need for what you are proposing to do;
- c) Your project is capable of delivering the required outputs and outcomes within the timescales;
- d) You have the organisational capacity and experience necessary to successfully deliver the project;
- e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;
- f) You understand the risks/issues associated with the project and how they can be mitigated.

**Page / Word Limit:** Maximum 6 A4 in Arial 12

**Permitted Appendices and Supplementary Information:** You may provide any of the following in support of your response:

- a) Project implementation plan
- b) Project delivery plan
- c) Case studies (maximum 2)
- d) CVs for key staff
- e) Risk / issues log

### G3.2 Financial Deliverability

Please explain how the overall cost for the project has been calculated and what you have done to ensure your costings are accurate.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.

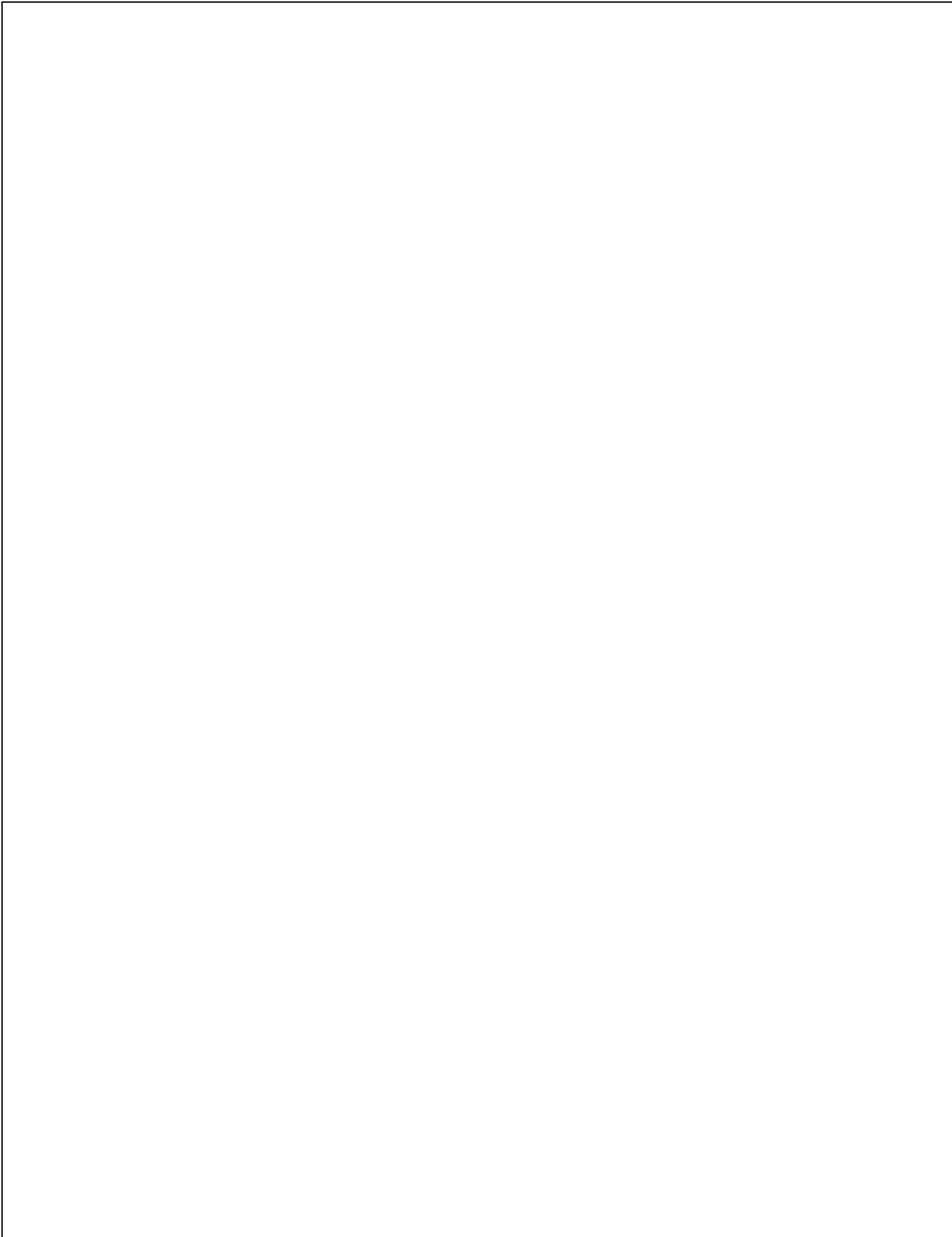
**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence that your project can be delivered within the budget you are proposing.

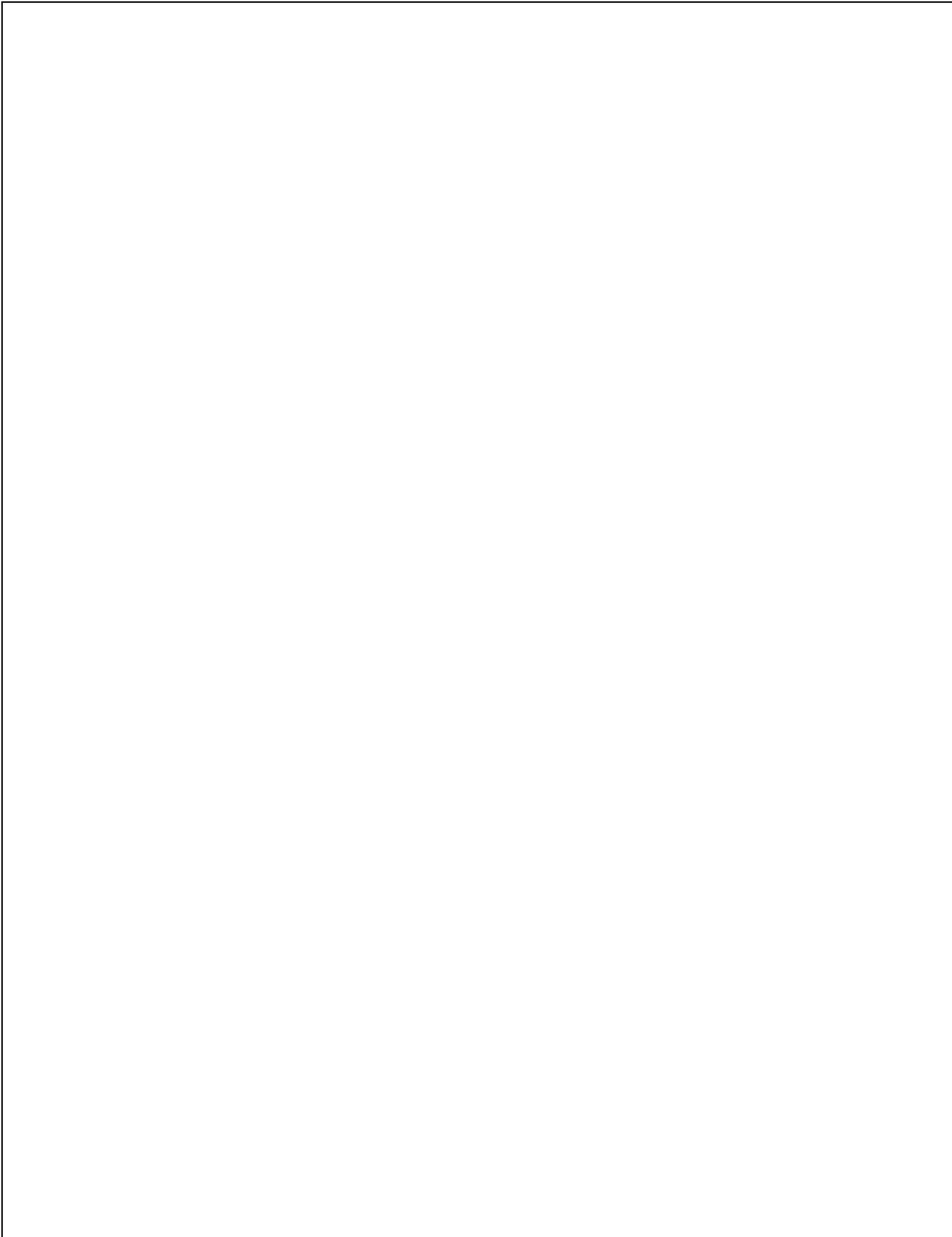
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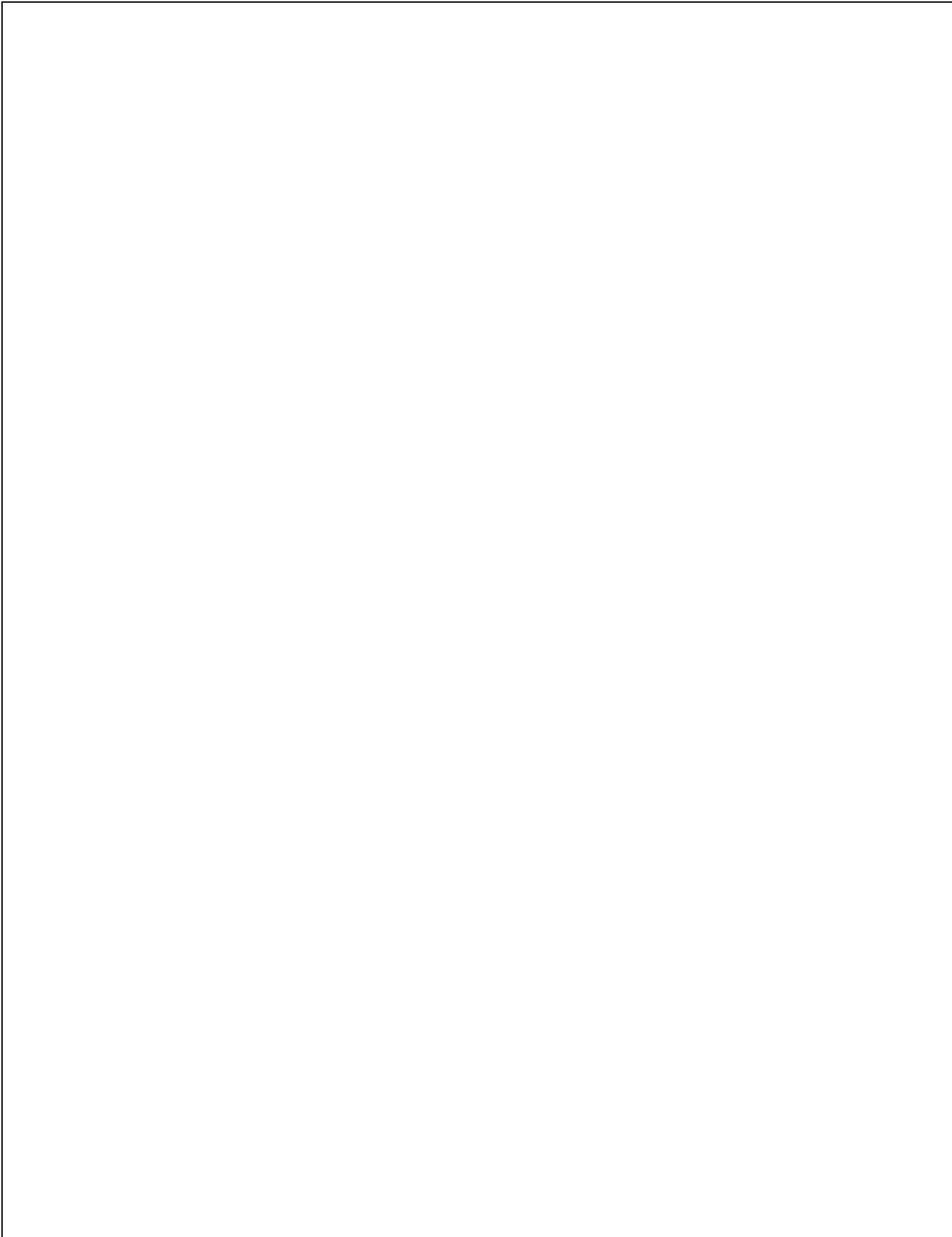
**Permitted Appendices and Supplementary Information:** The inclusion of Appendices and Supplementary Information is not permitted

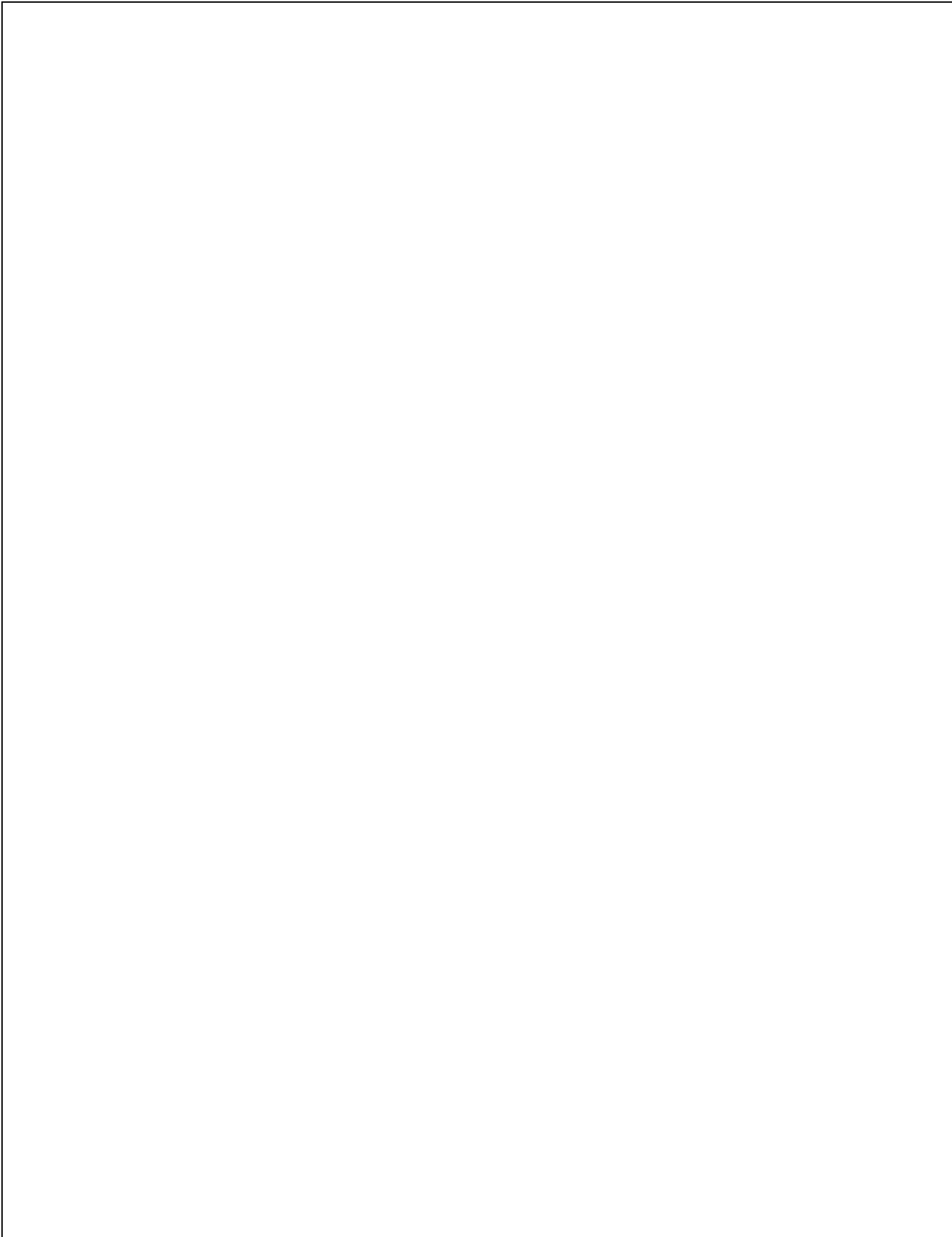
## **RESPONSE: LOT 3 – G3.1 PROJECT PROPOSAL AND DELIVERABILITY**

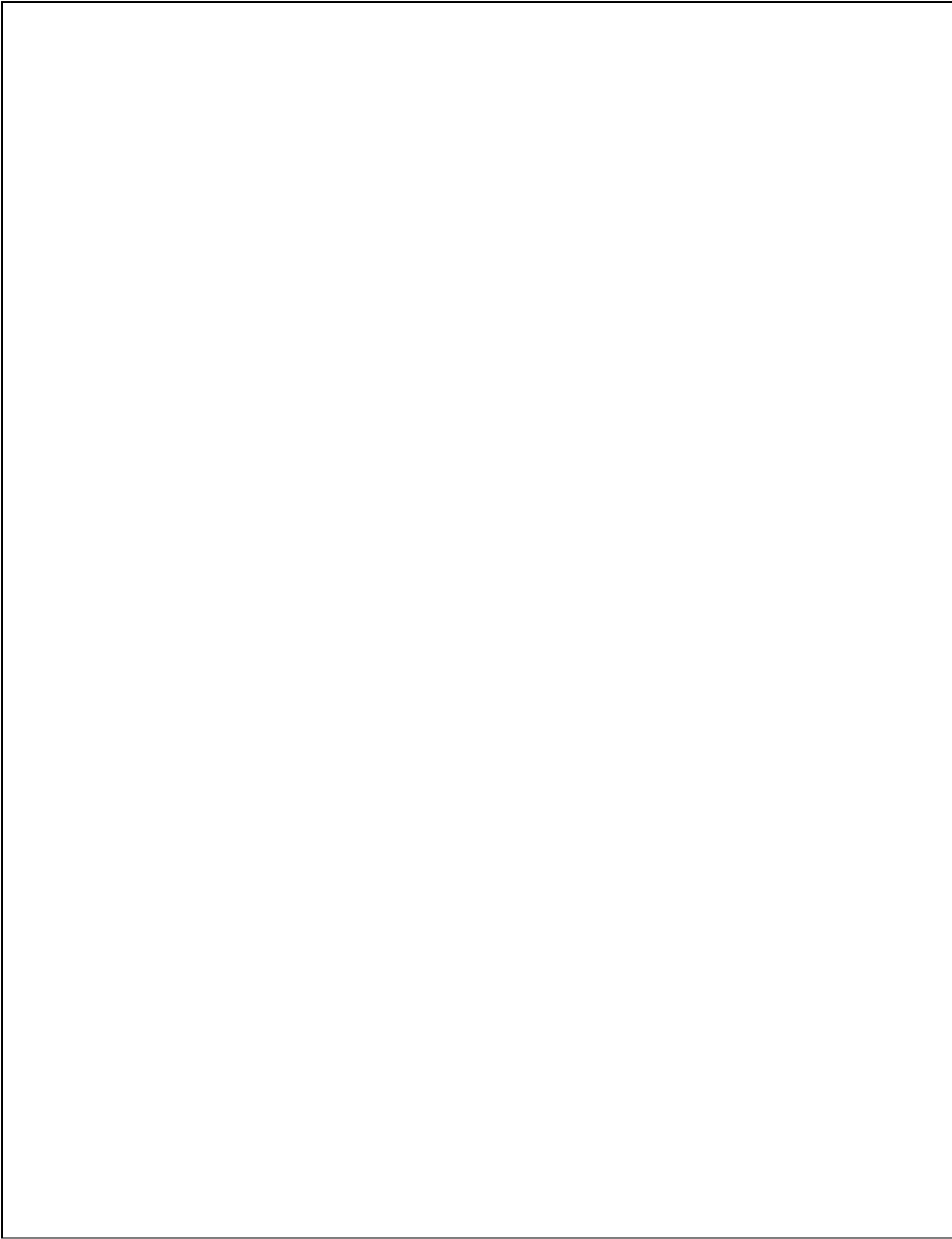












## **RESPONSE: LOT 3 – G3.2 FINANCIAL DELIVERABILITY**



## **G4 Lot 4 - E17: Development and promotion of the visitor economy**

### **G4.1 Project Proposal and Deliverability**

Please explain your project proposal in detail. As a minimum your response should address all of the following:

- a) Fully describe your project and your approach to delivery;
- b) Evidence of local need and/or demand for the project and how it fits with Torbay's Economic Growth Strategy 2022-2030;
- c) Your methodology for achieving the project outputs and outcomes;
- d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable);
- e) Details of any experience you have of delivering similar projects;
- f) Your approach to monitoring and evaluation of the project outputs and outcomes;
- g) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence:

- a) What your project will do and how it will be delivered;
- b) There is a genuine need for what you are proposing to do;
- c) Your project is capable of delivering the required outputs and outcomes within the timescales;
- d) You have the organisational capacity and experience necessary to successfully deliver the project;
- e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;
- f) You understand the risks/issues associated with the project and how they can be mitigated.

**Page / Word Limit:** Maximum 6 pages A4 in Arial 12

**Permitted Appendices and Supplementary Information:** You may provide any of the following in support of your response:

- a) Project implementation plan
- b) Project delivery plan
- c) Case studies (maximum 2)
- d) CVs for key staff
- e) Risk / issues log



## G4.2 Financial Deliverability

Please explain how the overall cost for the project has been calculated and what you have done to ensure your costings are accurate.

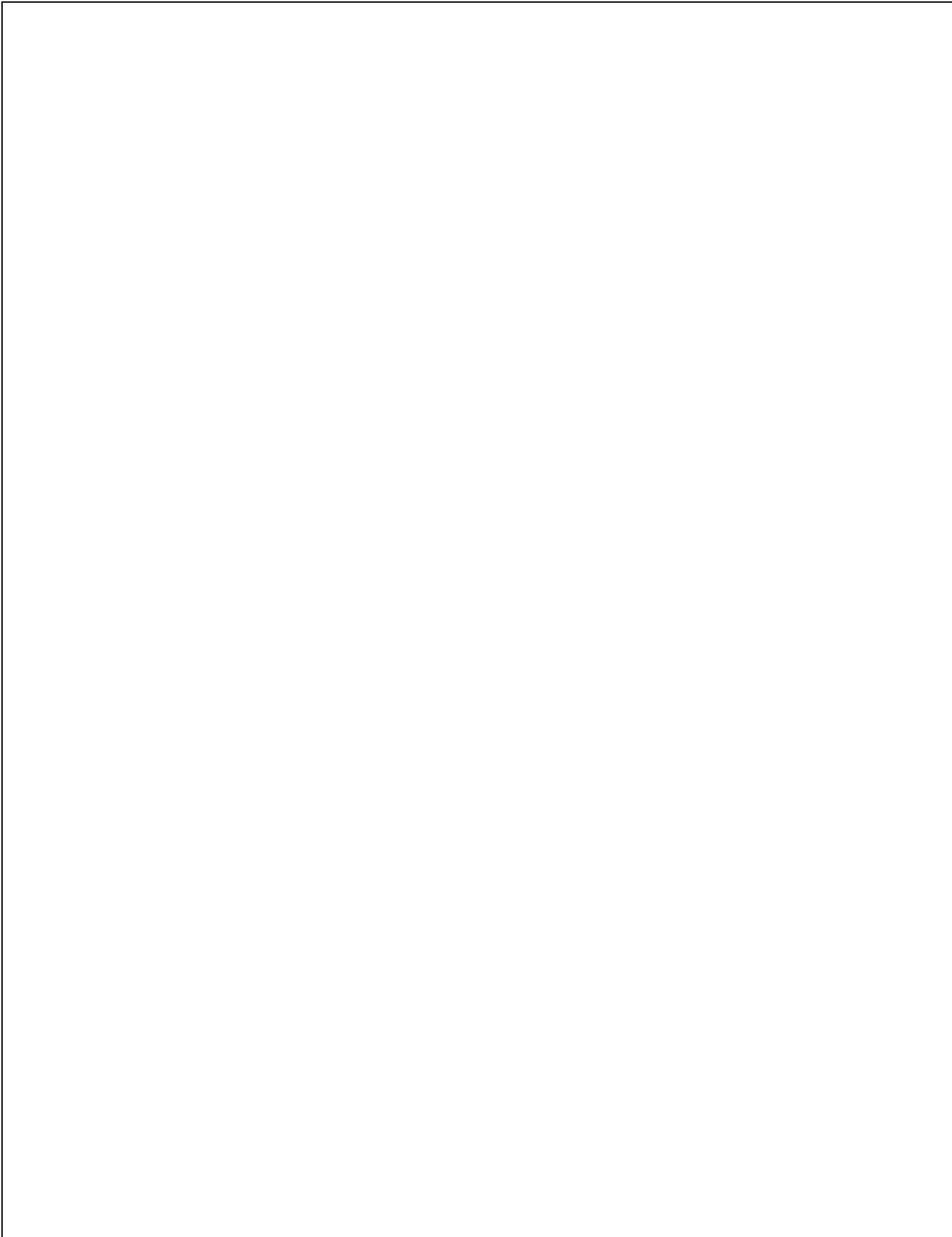
**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.

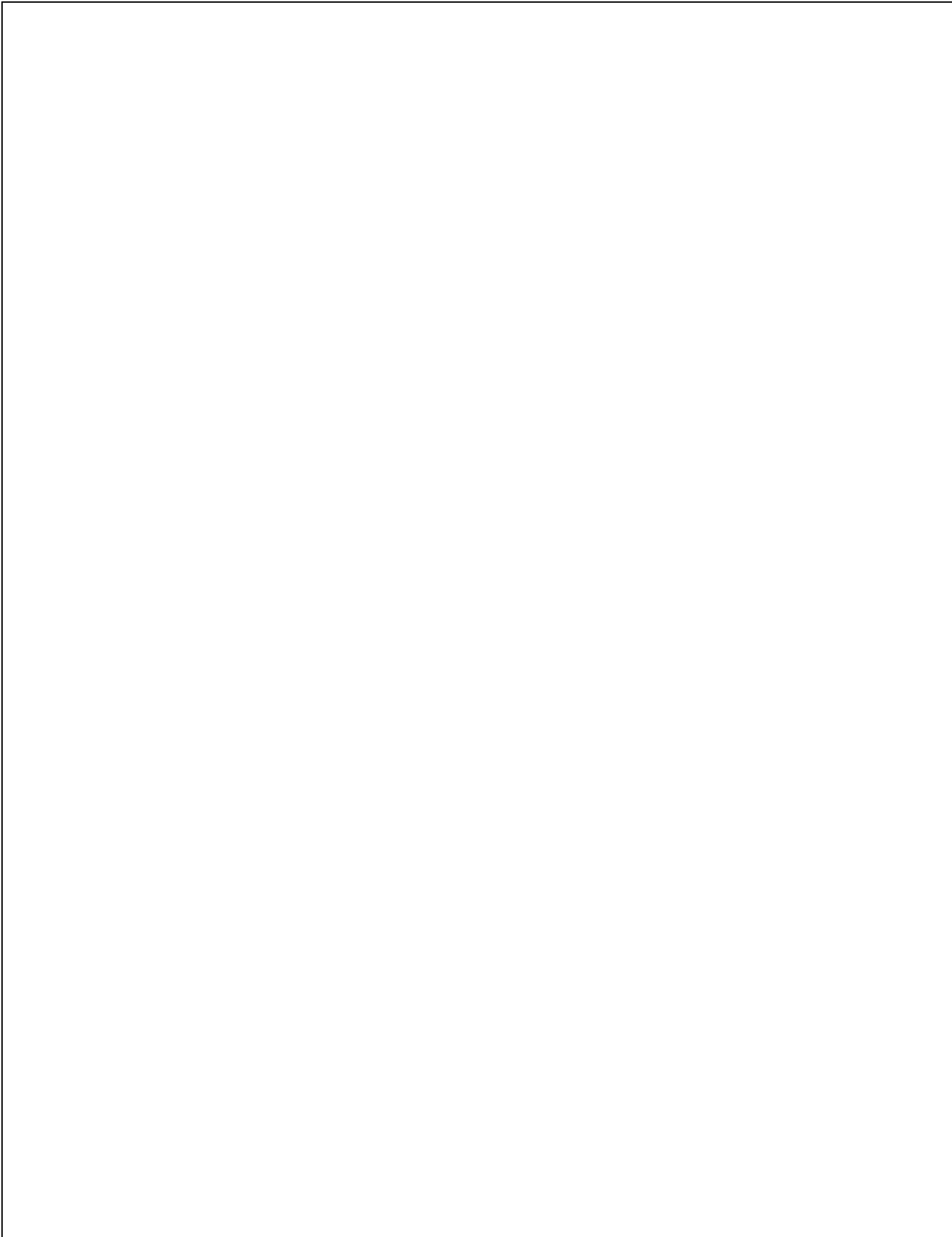
**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence that your project can be delivered within the budget you are proposing.

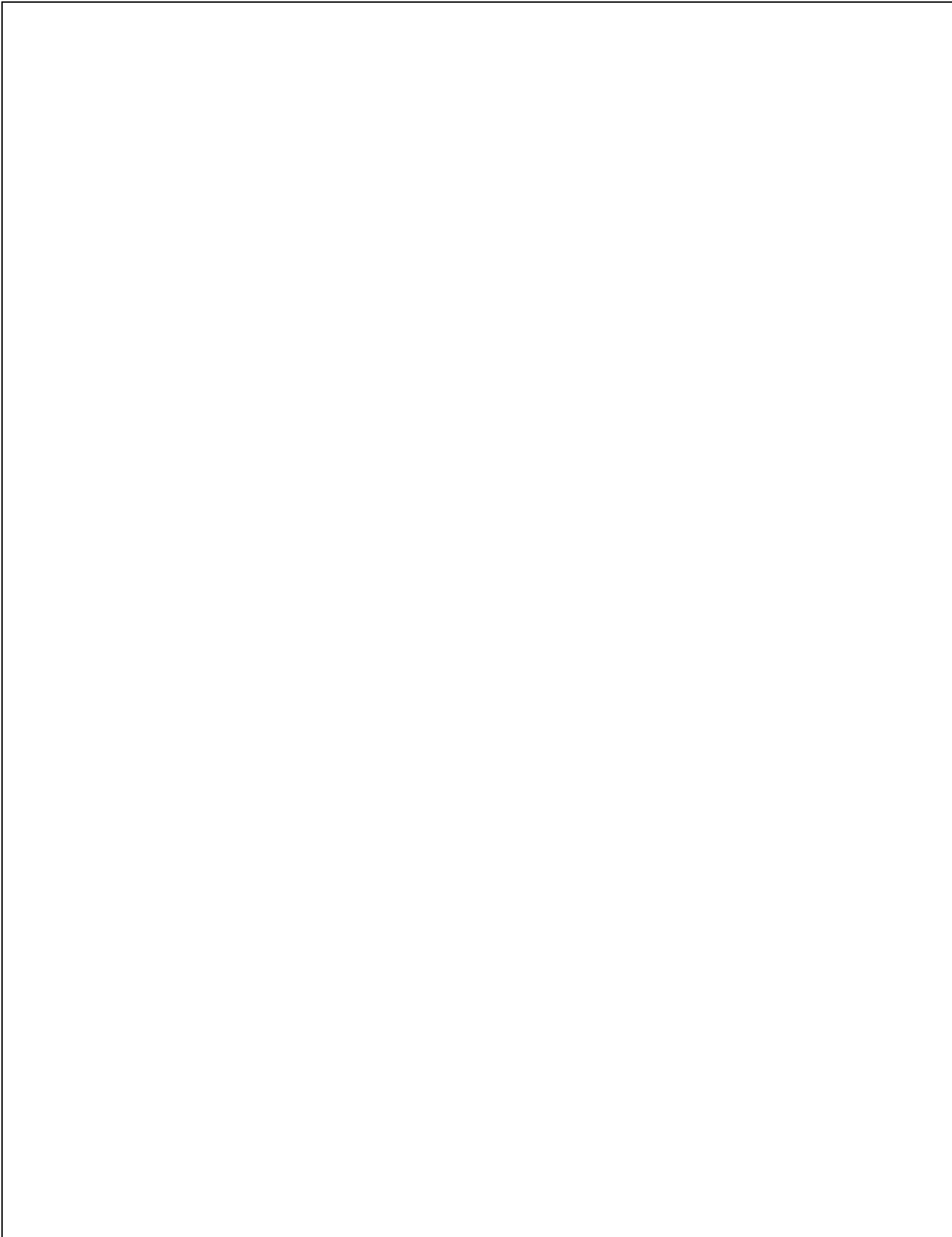
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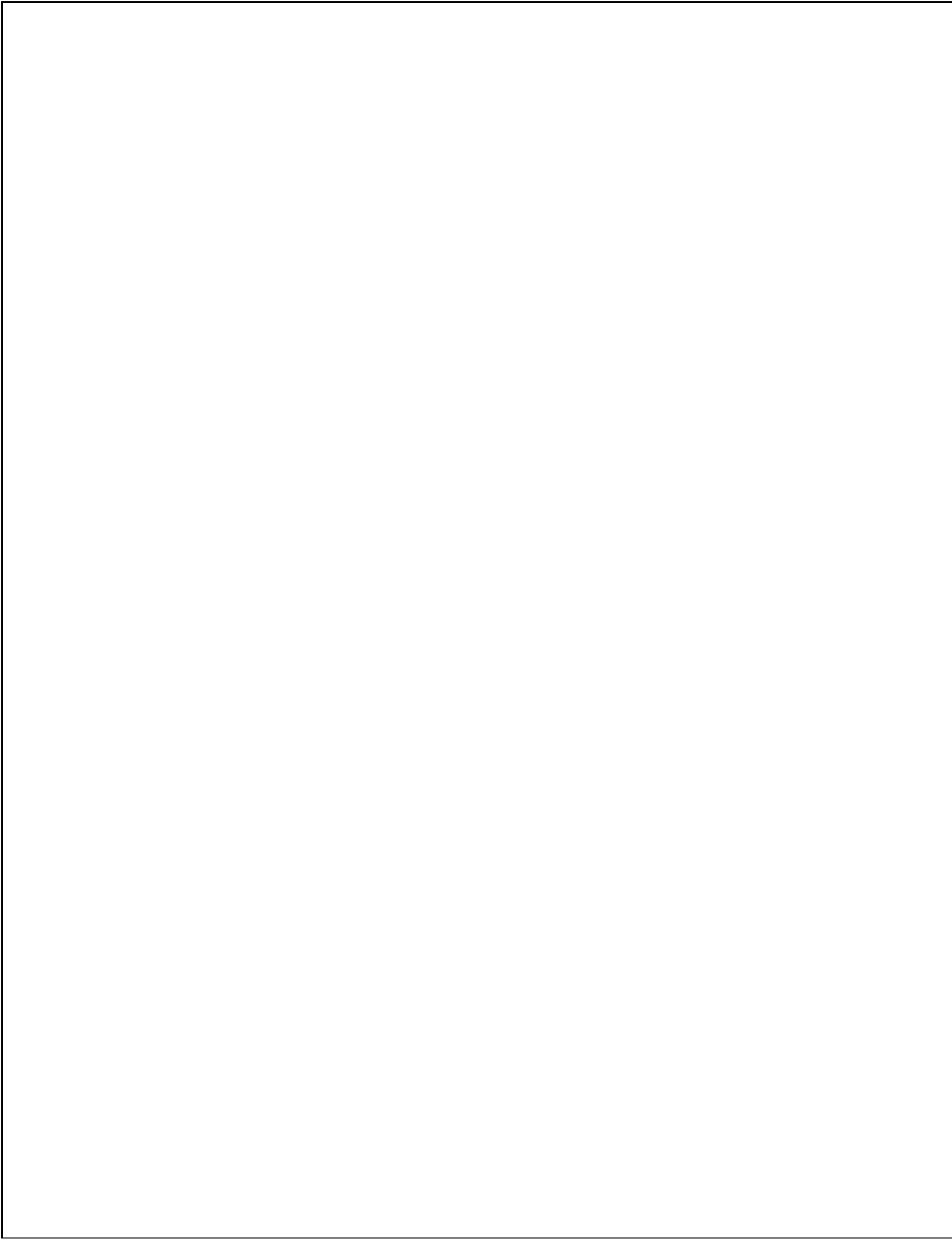
**Permitted Appendices and Supplementary Information:** The inclusion of Appendices and Supplementary Information is not permitted

## **RESPONSE: LOT 4 – G4.1 PROJECT PROPOSAL AND DELIVERABILITY**





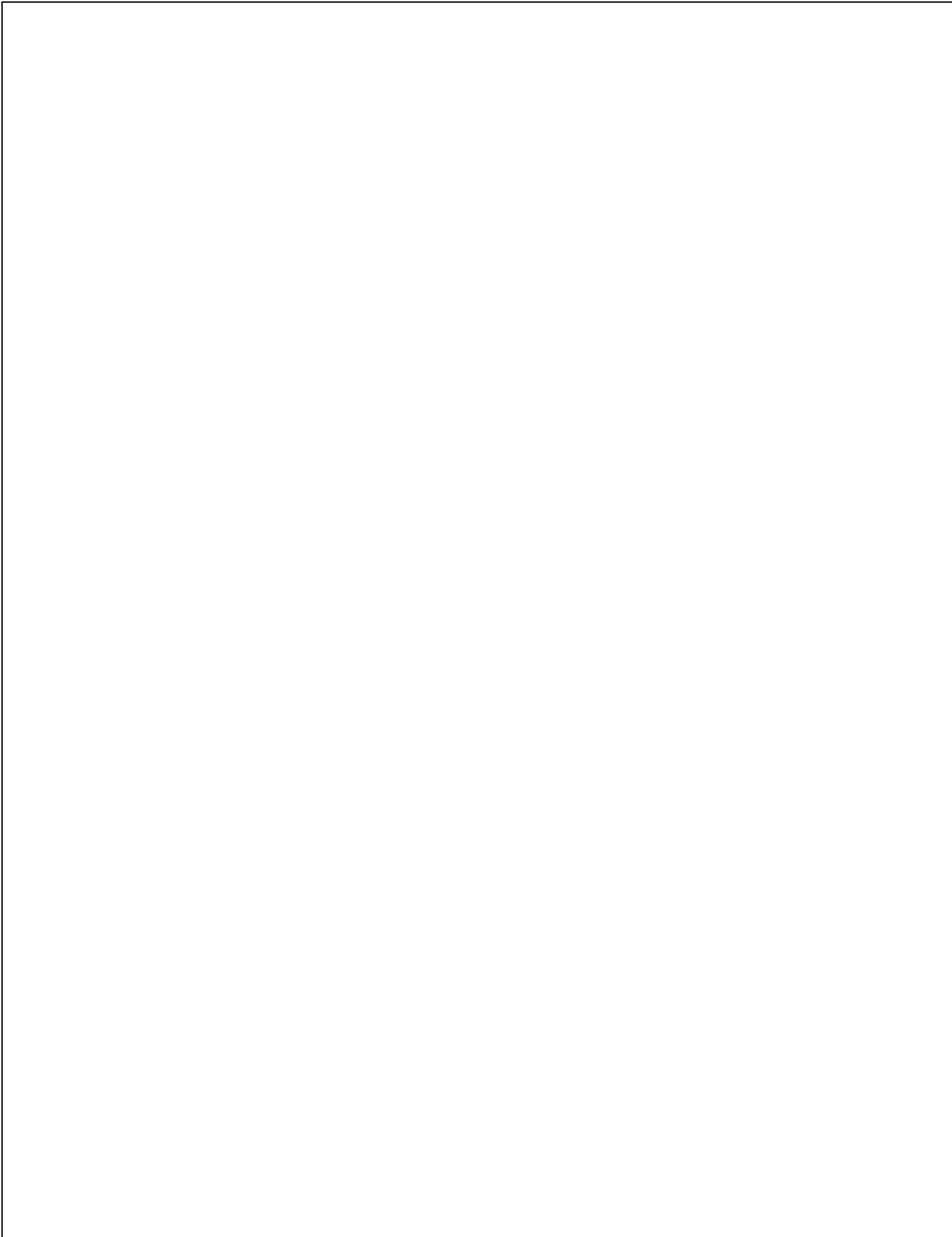






## **RESPONSE: LOT 4 – G4.2 FINANCIAL DELIVERABILITY**





## **G5 Lot 5 - E25: Bid for and host international business events and conferences**

### **G5.1 Project Proposal and Deliverability**

Please explain your project proposal in detail. As a minimum your response should address all of the following:

- a) Fully describe your project and your approach to delivery;
- b) Evidence of local need and/or demand for the project and how it fits with Torbay's Economic Growth Strategy 2022-2030;
- c) Your methodology for achieving the project outputs and outcomes;
- d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable);
- e) Details of any experience you have of delivering similar projects;
- f) Your approach to monitoring and evaluation of the project outputs and outcomes;
- g) Details of any deliverability issues/risks related to the project, including any mitigation plans you will put in place.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence:

- a) What your project will do and how it will be delivered;
- b) There is a genuine need for what you are proposing to do;
- c) Your project is capable of delivering the required outputs and outcomes within the timescales;
- d) You have the organisational capacity and experience necessary to successfully deliver the project;
- e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;
- f) You understand the risks/issues associated with the project and how they can be mitigated.

**Page / Word Limit:** Maximum 6 A4 in Arial 12

**Permitted Appendices and Supplementary Information:** You may provide any of the following in support of your response:

- a) Project implementation plan
- b) Project delivery plan
- c) Case studies (maximum 2)
- d) CVs for key staff
- e) Risk / issues log

## G5.2 Financial Deliverability

Please explain how the overall cost for the project has been calculated and what you have done to ensure your costings are accurate.

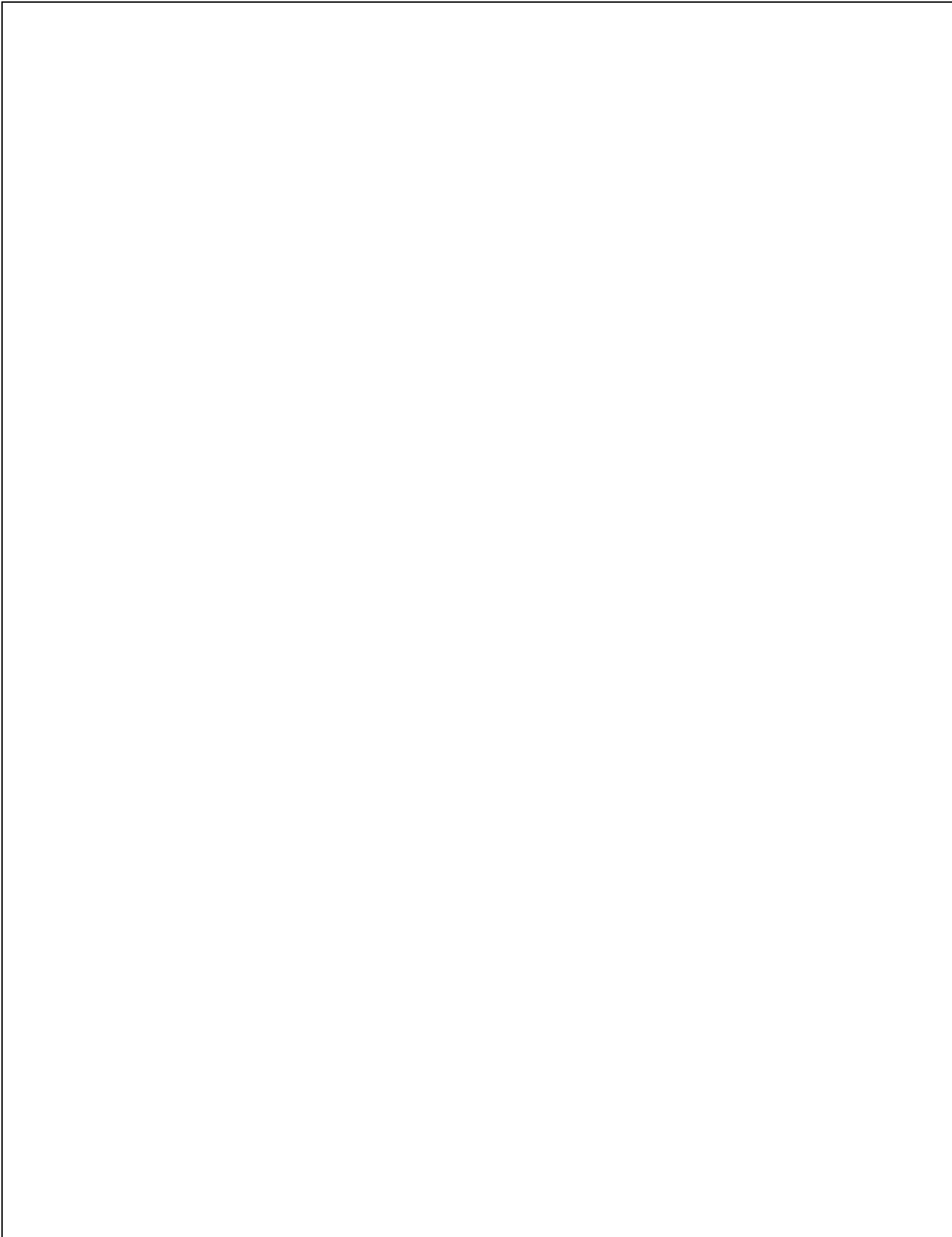
**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.

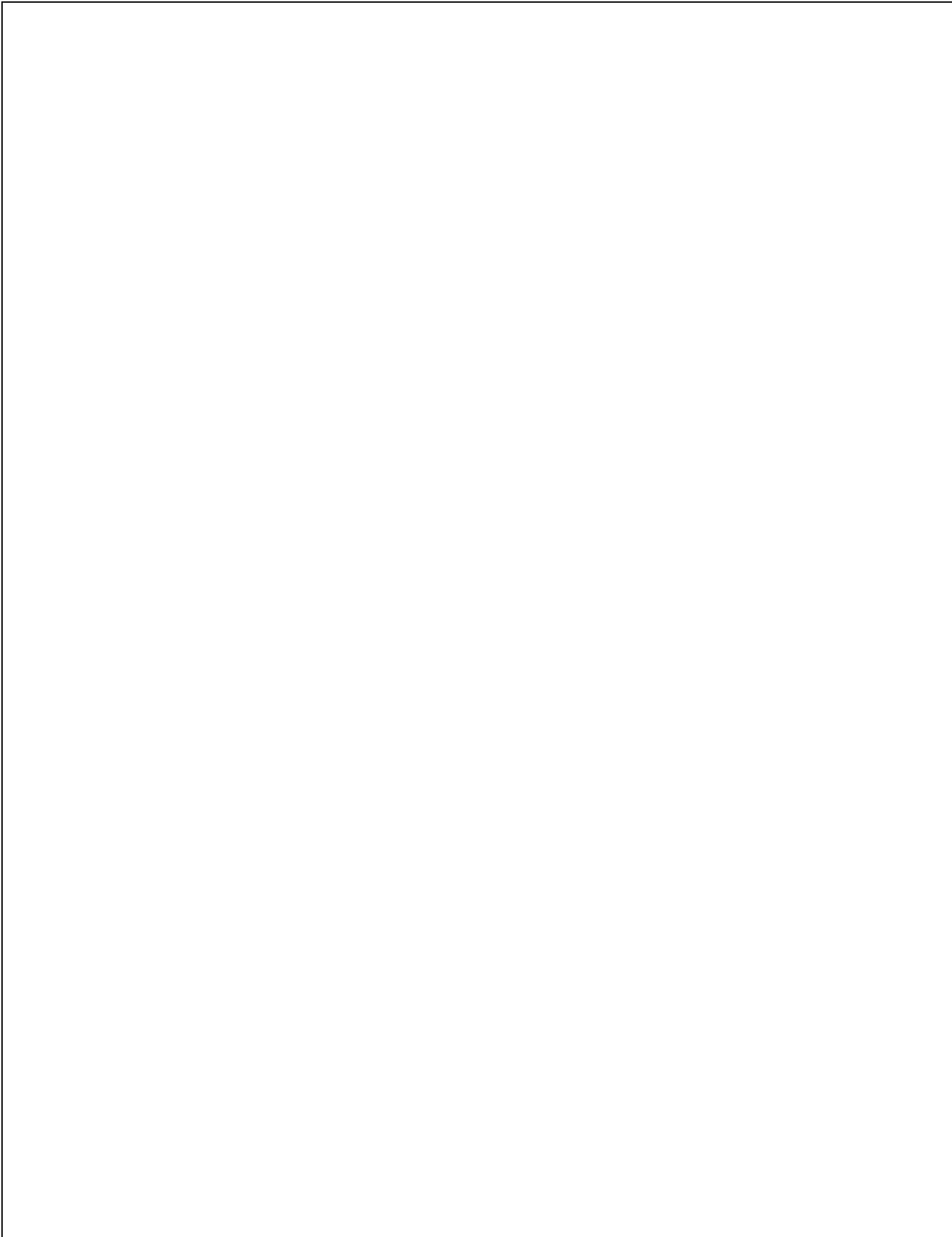
**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence that your project can be delivered within the budget you are proposing.

**Page / Word Limit:** Maximum 2 pages A4 in Arial 12

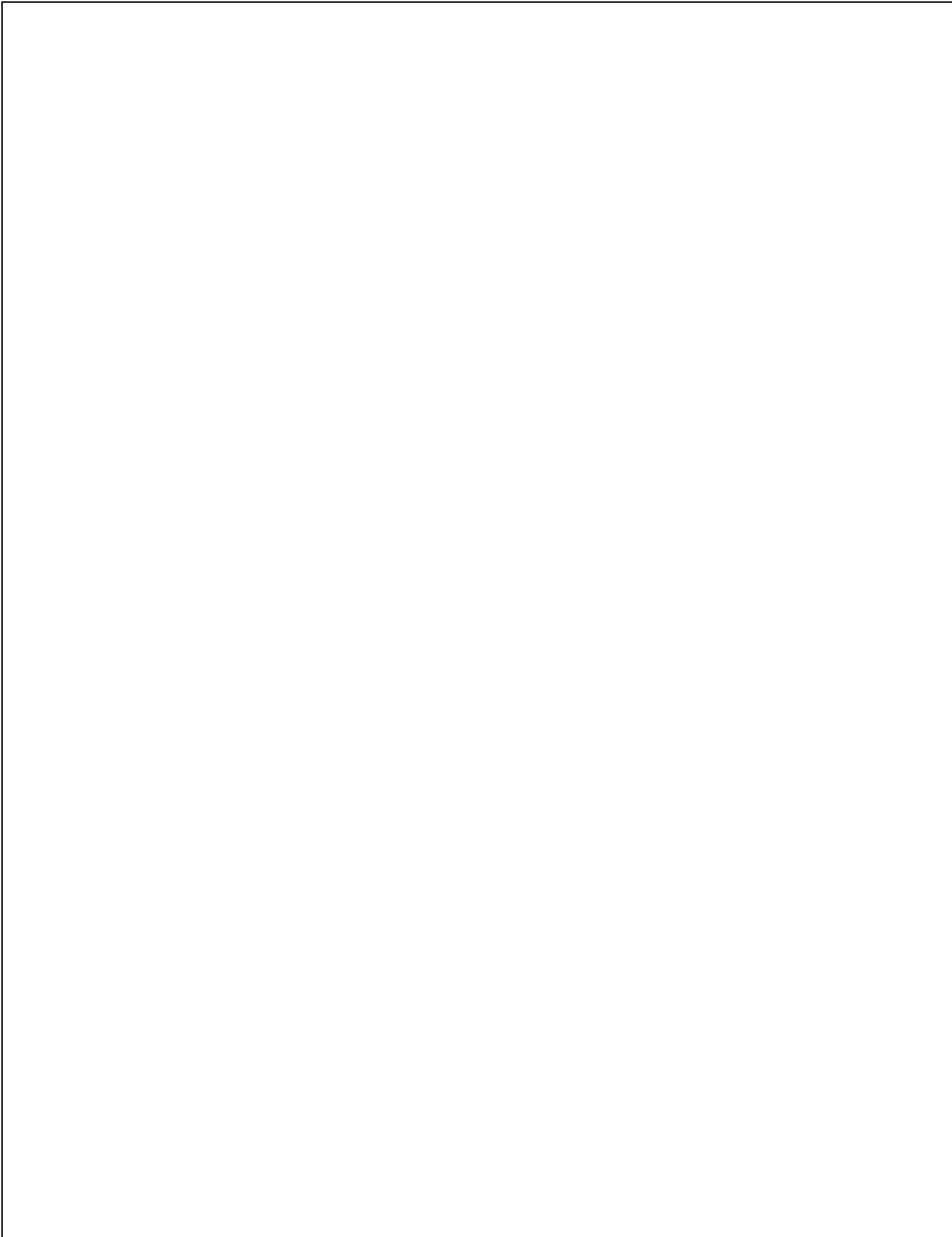
**Permitted Appendices and Supplementary Information:** The inclusion of Appendices and Supplementary Information is not permitted

## **RESPONSE: LOT 5 – G5.1 PROJECT PROPOSAL AND DELIVERABILITY**

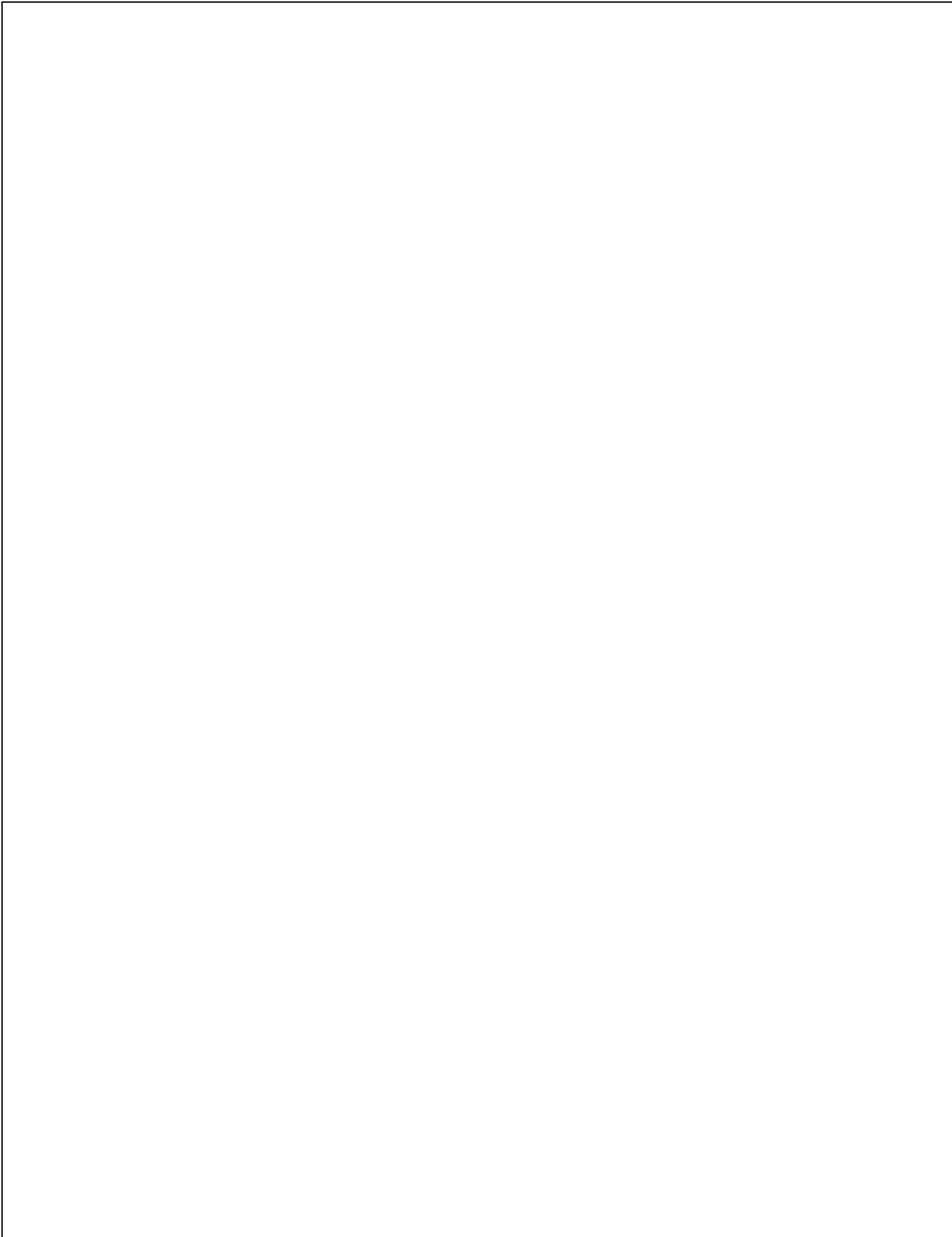




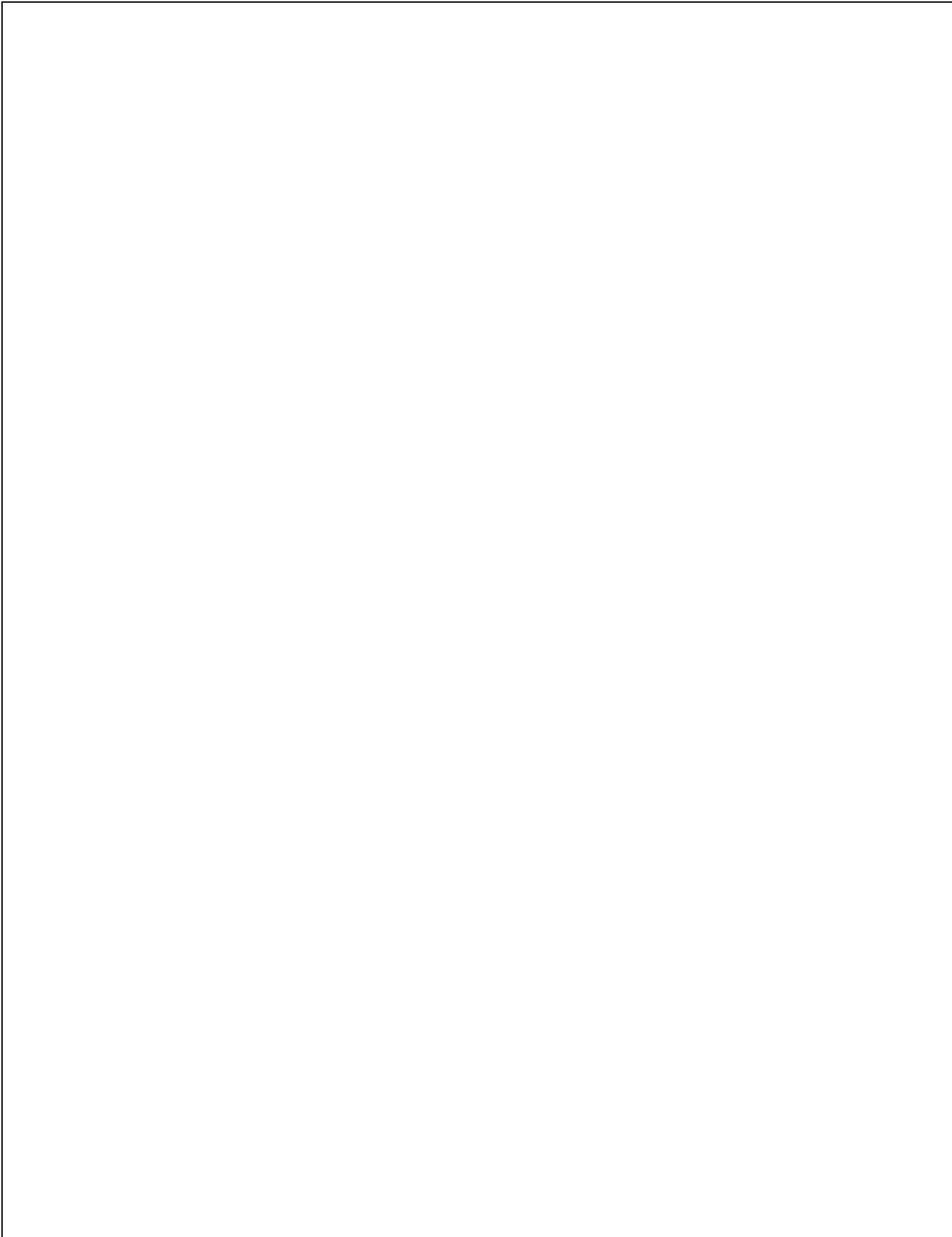








## **RESPONSE: LOT 5 – G5.2 FINANCIAL DELIVERABILITY**



## G6 Lot 6 - E26: Growing the local social economy

### G6.1 Project Proposal and Deliverability

Please explain your project proposal in detail. As a minimum your response should address all of the following:

- a) Fully describe your project and your approach to delivery;
- b) Evidence of local need and/or demand for the project and how it fits with Torbay's Economic Growth Strategy 2022-2030;
- c) Your methodology for achieving the project outputs and outcomes;
- d) How you will resource the project, including details of any other organisations or partners who will be involved in delivery (if applicable);
- e) Details of any experience you have of delivering similar projects;
- f) Your approach to monitoring and evaluation of the project outputs and outcomes;
- g) Please provide details of any deliverability issues/risks related to the project including any mitigations plans you will put in place.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence:

- a) What your project will do and how it will be delivered;
- b) There is a genuine need for what you are proposing to do;
- c) Your project is capable of delivering the required outputs and outcomes within the timescales;
- d) You have the organisational capacity and experience necessary to successfully deliver the project;
- e) You will have appropriate systems and processes in place to monitor, evaluate and report on the achievement of the required outputs and outcomes;
- f) You understand the risks/issues associated with the project and how they can be mitigated.

**Page / Word Limit:** Maximum 6 pages A4 in Arial 12

**Permitted Appendices and Supplementary Information:** You may provide any of the following in support of your response:

- a) Project implementation plan
- b) Project delivery plan
- c) Case studies (maximum 2)
- d) CVs for key staff
- e) Risk and issues log

## G6.2 Compliance

Please fully detail and evidence the following compliance requirements:

- a) How will you address subsidy control? [Complying with the UK's international obligations on subsidy control: guidance for public authorities - GOV.UK \(www.gov.uk\)](#)
- b) How will you address the prevention of fraud?
- c) How will the project support environmental sustainability objectives?
- d) How will the project support equality and diversity objectives? [UK Shared Prosperity Fund: equalities \(9\) - GOV.UK \(www.gov.uk\)](#)
- e) How will you comply with the UKSPF publicity requirements? [UK Shared Prosperity Fund: branding and publicity \(6\) - GOV.UK \(www.gov.uk\)](#)

### Minimum Requirement

That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.

### Evaluation Criteria

Your response will be evaluated against your ability to demonstrate and evidence:

- a) Understanding of your obligations;
- b) A sound methodology for ensuring compliance.

**Page / Word Limit:** Maximum 3 pages A4 in Arial 12

### Permitted Appendices and Supplementary Information

- Relevant organisational policies

## G6.3 Financial Deliverability

Please explain how the overall cost for the project has been calculated and what you have done to ensure your costings are accurate.

**Minimum Requirement:** The minimum requirement is that the Applicant responds to this question in a manner that evidences they fully understand the project's funding requirements.

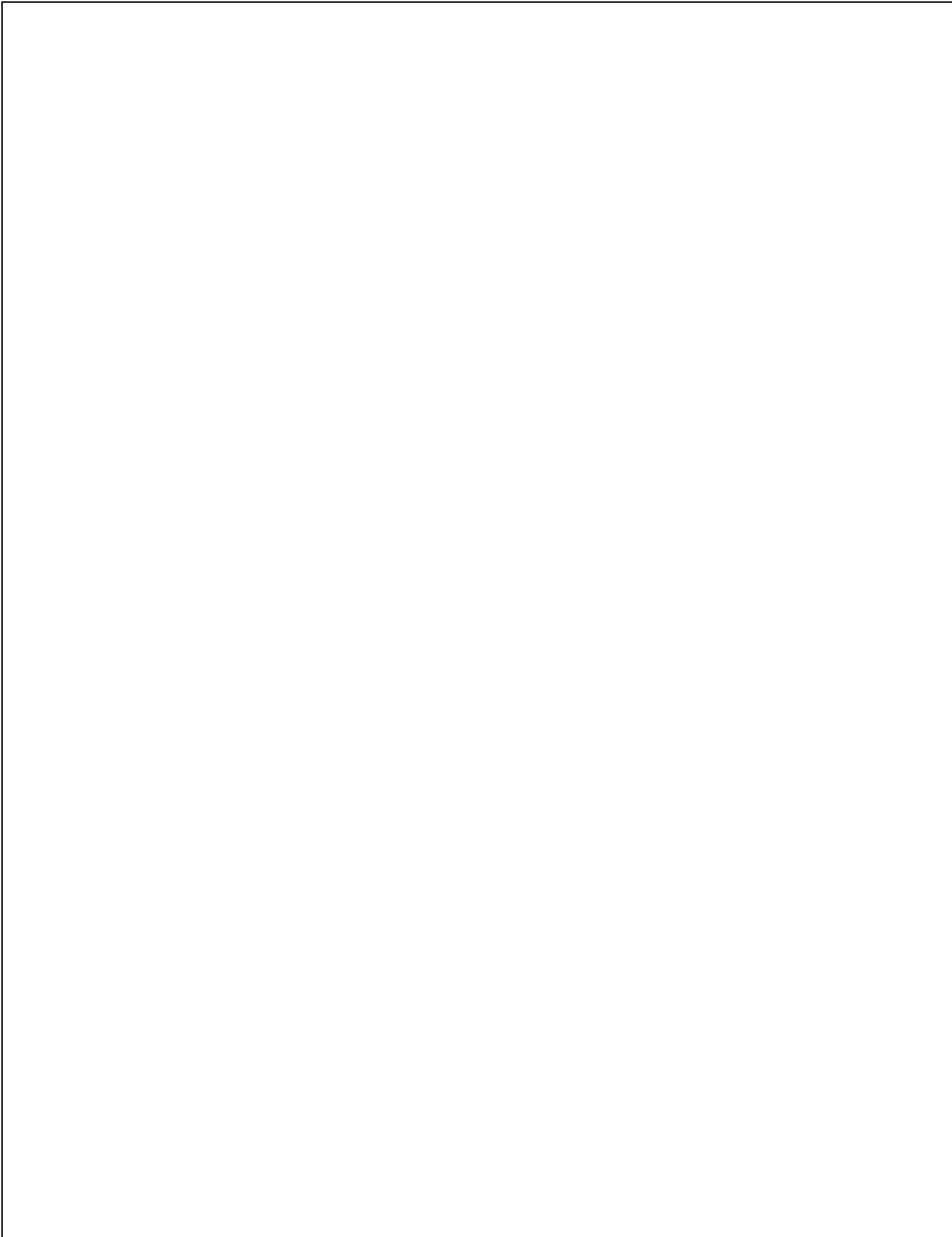
**Evaluation Criteria:** Your response will be evaluated against your ability to demonstrate and evidence that your project can be delivered within the budget you are proposing.

**Page / Word Limit:** Maximum 2 pages A4 in Arial 12

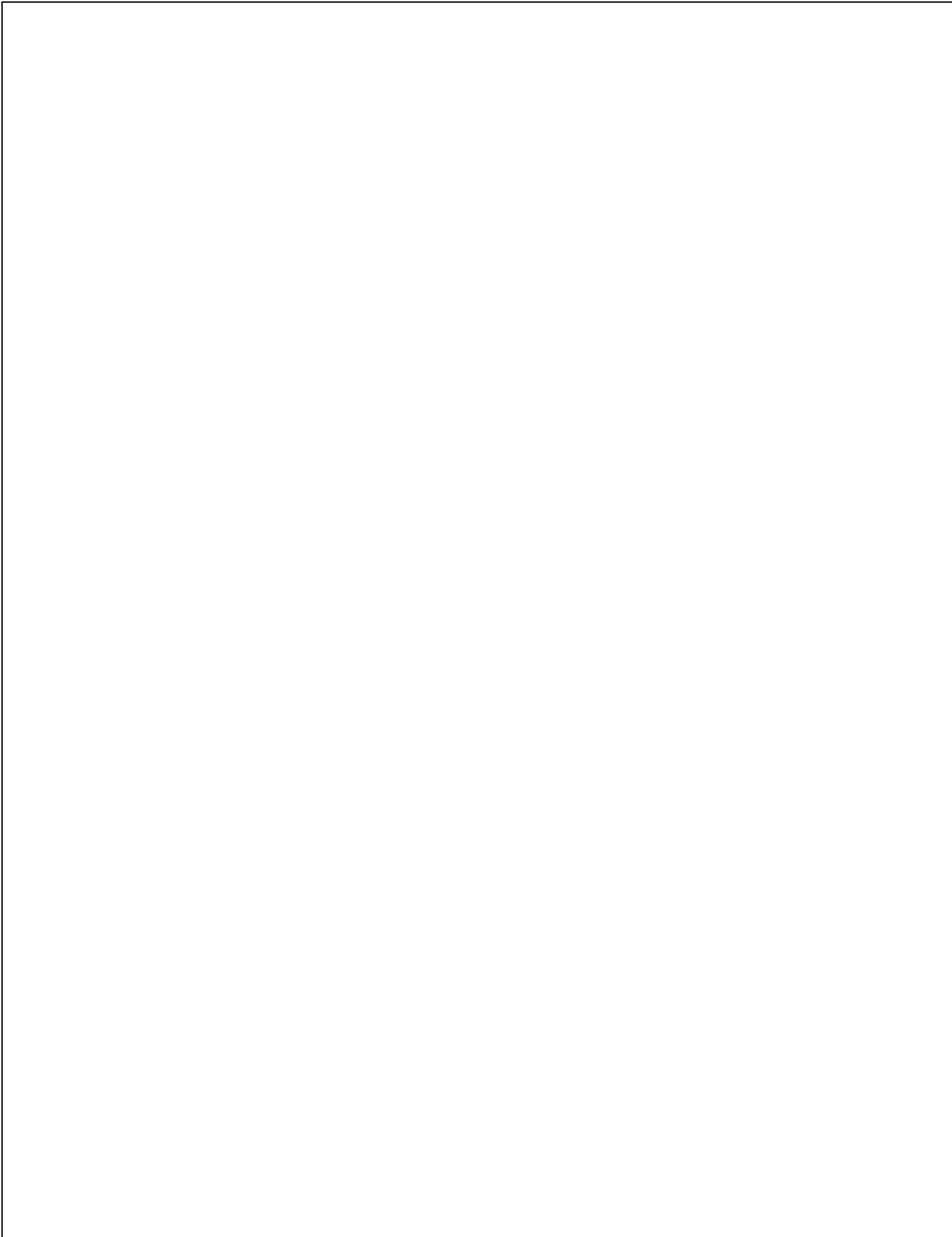
**Permitted Appendices and Supplementary Information:** The inclusion of Appendices and Supplementary Information is not permitted

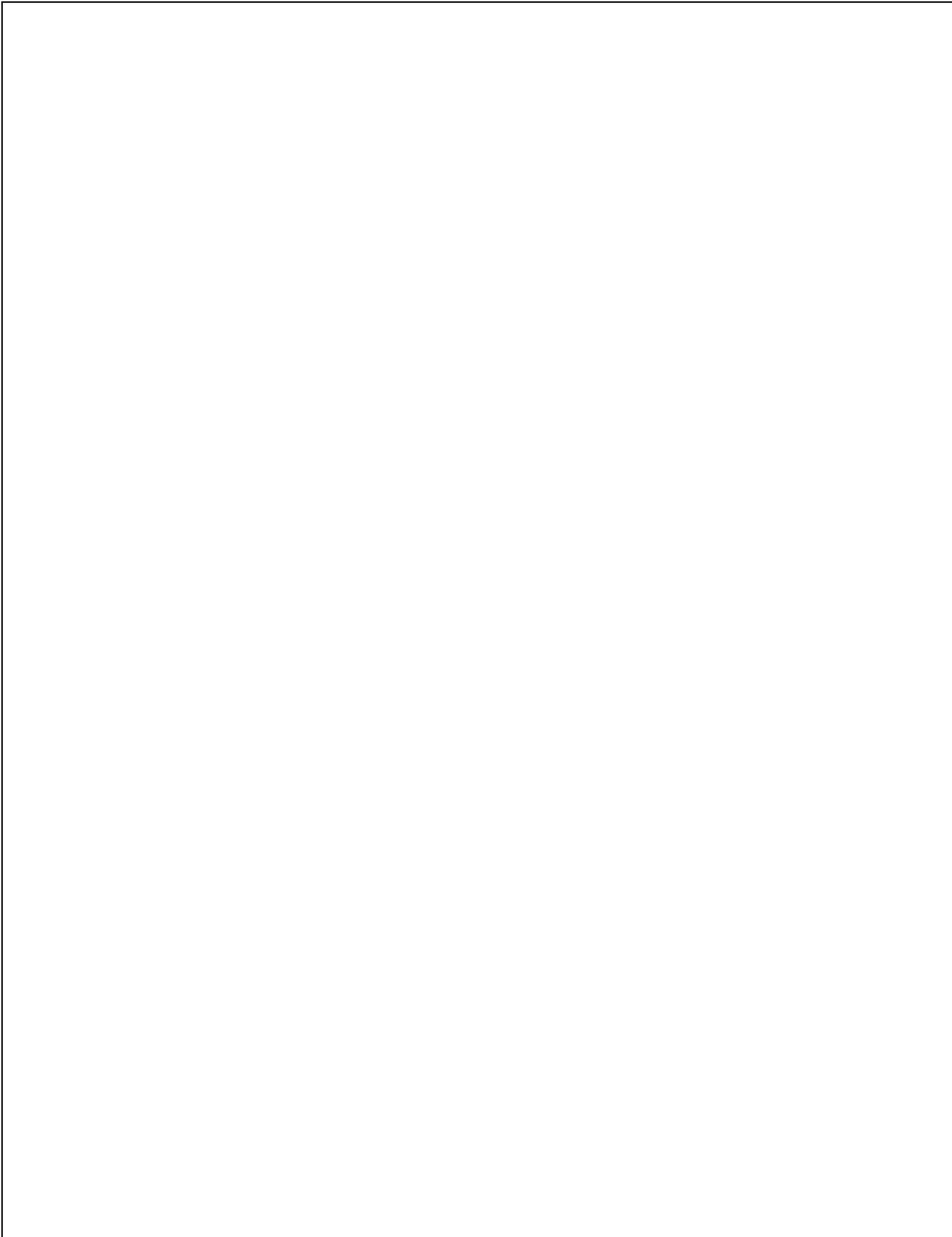
**RESPONSE: LOT 6 – G6.1 PROJECT PROPOSAL AND DELIVERY**

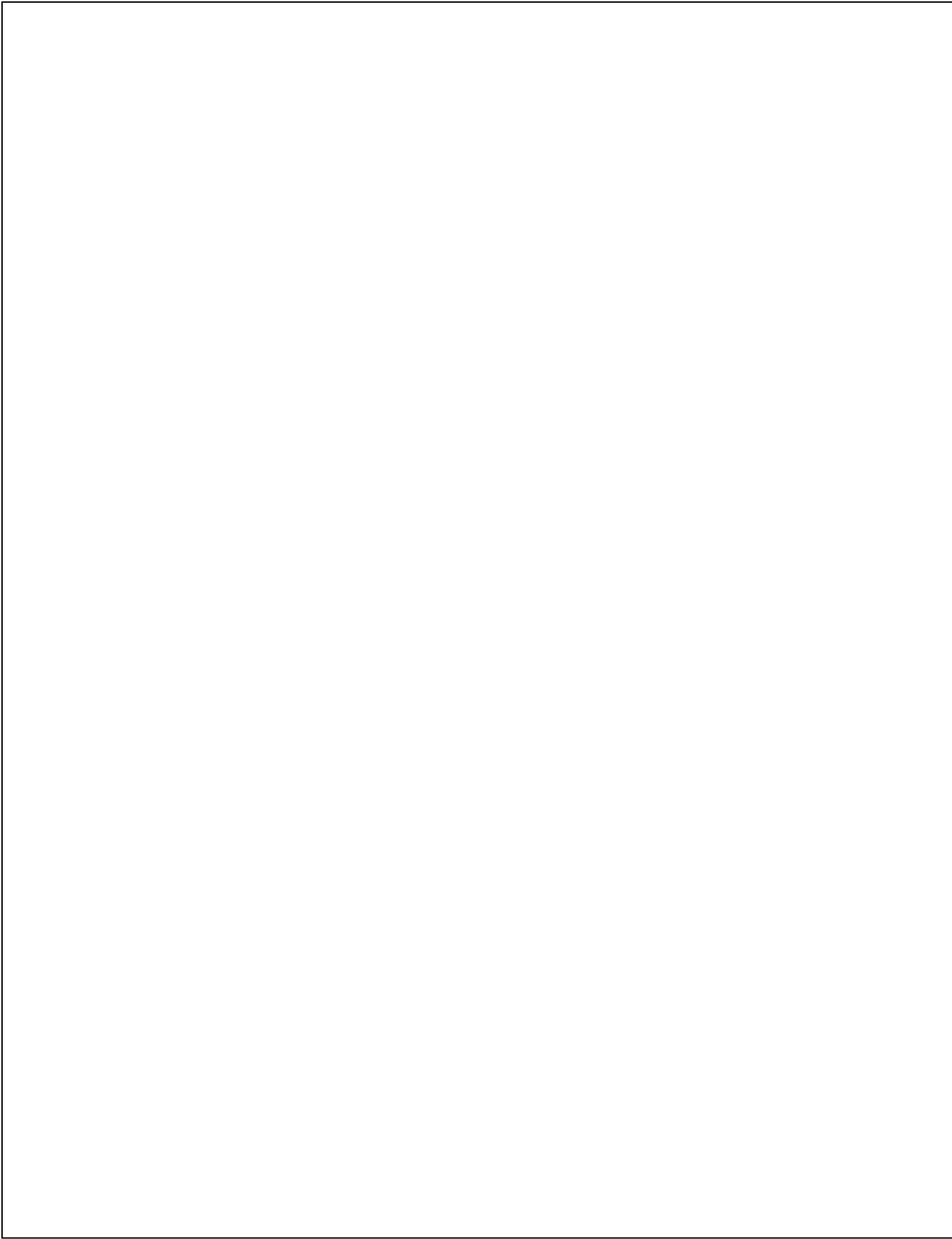




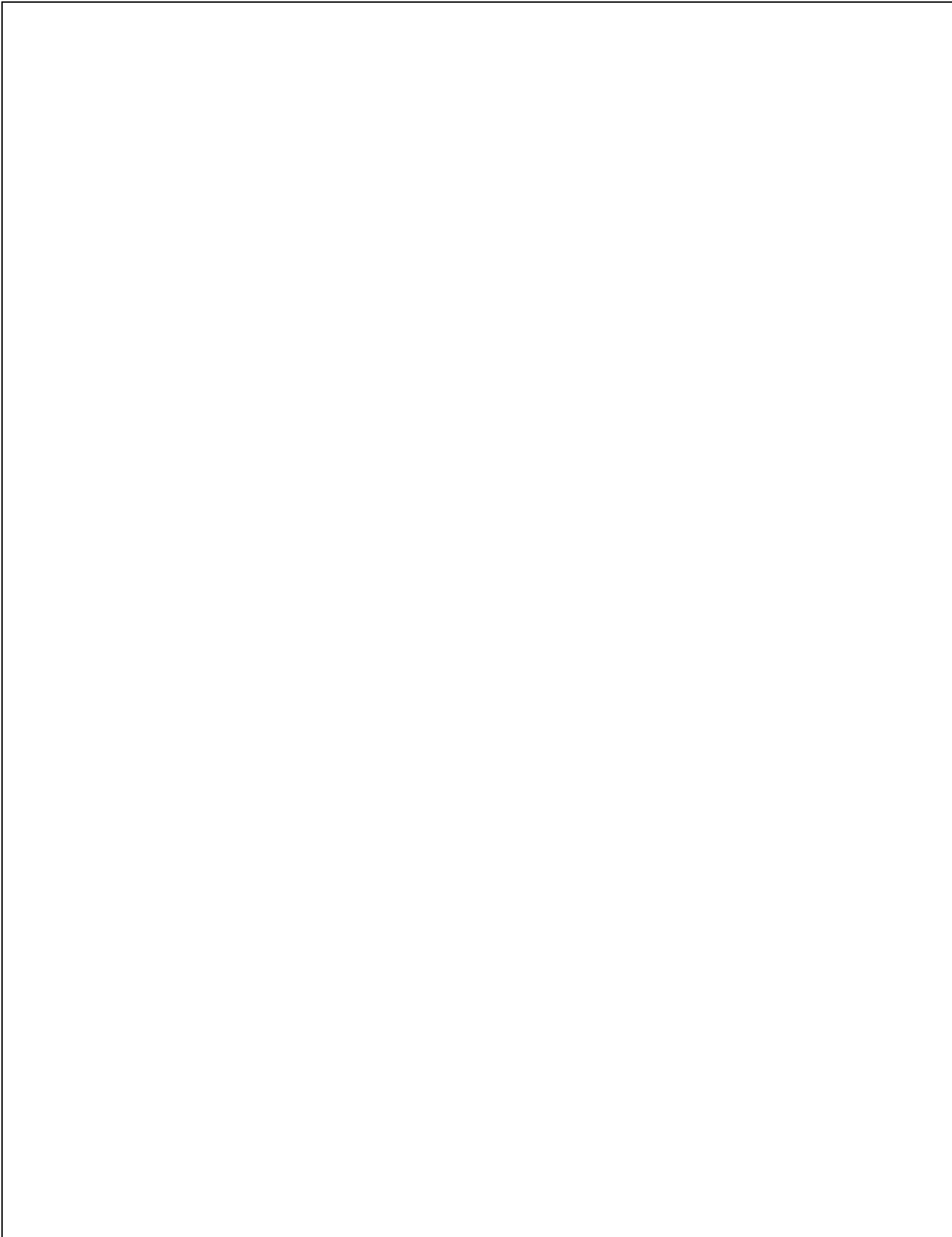


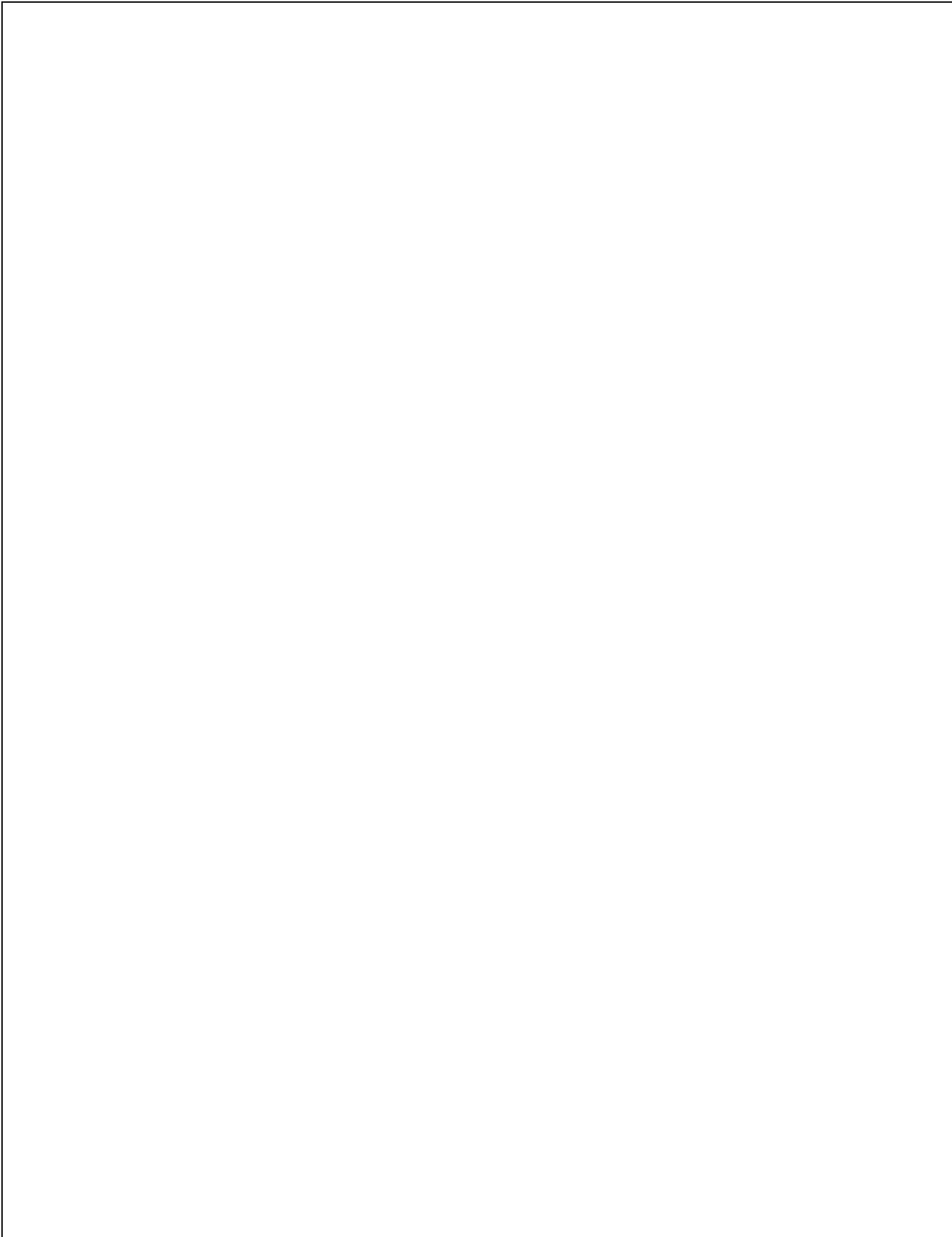






**RESPONSE: LOT 6 – G6.2 COMPLIANCE**





## **RESPONSE: LOT 6 – G6.3 FINANCIAL DELIVERABILITY**

