

Stage two application form

London 2012 Capital Legacy Group Stage 2 Application Form

Project title:

Applicant name:

Applicant address:

.....

.....

Applicant telephone number

How will stage 2 applications be assessed?

Stage 2 applications for the Southwark 2012 Olympic Capital Legacy Fund need to be emailed back to Ben Finden (benjamin.finden@southwark.gov.uk) by:

5pm on Friday July 22 2011

All applications will be presented to the capital legacy funding panel on August 31 2011, where the panel will make their final recommendations for shortlist of projects
The final decision on a £2m package of Olympic legacy projects however, will be taken by the Southwark Council Cabinet in October 2011.

Project planning and scope

1. Please supply a detailed project timeline / plan. *(Please include all stages from start to finish, illustrating key milestones, stage details, and other key information concerning the practical completion of the project. This can either be a separate document or filled in below the question)*

Contractors

2. Do you have a contract/contractor in place already? **(Yes/No)**
3. If you have answered 'Yes' to question 2, please provide the following details:
 - Name of contractor
 - Is the contractor sufficiently qualified and experienced?
 - Does the contractor have appropriate health and safety, equalities or other policies relevant to completing the project?
 - Does the contractor hold the appropriate insurances and indemnities?
4. If you have answered 'Yes' to question 2, please describe how you have ensured value for money and explain the tendering/procurement process that was involved.
5. If you have answered 'No' to question 2, please set out your contractor procurement process and timeline.

Permissions

6. Does the project require planning permission **(Yes/No)**
7. If you have answered 'Yes' to question 6, has planning permission been granted **(Yes/No, date and reference number)**
8. If you have answered 'No' to question 7, please state if you have applied for planning permission or not and/or when you expect to gain planning permission. Please provide time scales.

9. If you have answered 'No' to question 6, please state why the project does not need planning permission.

Costs

10. Please state whether the bid will part fund or cover all costs associated with completing the project. *(i.e. is the capital legacy fund funding a whole project or part of a wider project?)*
11. Should we be unable to meet the full bid value and could offer only a smaller figure, is there the possibility that the scope of the project could be reduced? How would this impact the project?
12. Please provide a detailed breakdown of all costs associated with the *project (only the elements to be funded by the Olympic Legacy Fund, not a wider project)*. Please fill in the table below adding rows and cost types as relevant to your project. Feel free to amend the names of the example cost types.

Type of cost	£'s
Construction / contractor	
Consultant costs	
Planning application	
Technical Fees	
Contingency	
Site Surveys	
Consultation	
Other	
Other	
Other	
Total	

13. How were the figures arrived at? *(professional estimate, tendered quote?)*
14. If we are only part funding a project, please provide details of costs associated with the wider project. *(total cost; stage breakdown etc)*
15. Attached separately to this document is a 'risk log' template. Please describe the risks associated with the project and how they will be mitigated.
16. Please describe any contingency plans you have should your project be completed over budget.
17. Have you included a contingency sum in your cost breakdown? **(Yes/No)**
18. Please confirm that you have considered technical and professional fees (non-construction fees) in your budget. **(Yes/No)**
19. Please confirm that you understand that should your project run over budget, that the Capital Legacy Fund will be unable to provide further funding. **(Understood / Not understood)**

Match funding

20. Please state if you have applied for match funding. **(Yes/No)**
21. If you have answered 'Yes' to question 20, please identify the applications you have submitted and provide contact details for the person who made the application.
22. If you have answered 'No' to question 20, please state if you have plans to apply for match funding? Which funds and when?
23. If you have already applied for funding from other sources, has the application been successful? **(Yes/No/Response not yet received)**
24. Will your match funding, if successful, be available by the time the project starts? **(Yes/No)**
25. What would be the impact on the project if the match funding was not received?

Technical details

26. State whether technical surveys are required for this project **(Yes/No)**
27. Please supply any technical drawings for the project *(please attach to your email response)*

Outcomes and performance

28. Please state if and how your project considers access to sport for vulnerable groups
- disabled;
 - BME;

- children under 16;
- over 60s
- general
- hard to reach groups
- other

- 29.** Describe how you will measure the return on investment. How will you know if the project has been a success? *(We need target figures to evaluate the return on investment and value for money of projects)*
- How will you evidence that your project has increased participation in sport and physical activity?
 - How will you evidence that your project has improved access to sport and physical activity?
 - What other target outcomes do you have?
 - How will you monitor performance against desired outcomes?
- 30.** Please describe any marketing / communication plans that are in place or you plan to have in place to help increase participation in sport at the facility?
- 31.** Describe your plans for community engagement. *(Marketing and communication plans describe how you will advertise your facility. Here we are asking if and then how you intend to engage the local community. How will you try to involve and enthuse the local community about your project)*
- 32.** Please describe in detail the level of accessibility to the public the project will afford once completed.
- 33.** Is there a charging policy/membership policy? **(Yes/No - how open is this?)**

Community support and engagement

- 34.** Please describe any local support for the project, naming any organisations.
- 35.** Please provide any letters of support. *(either attach to email separately or insert below)*

Running the facility (facility operation)

- 36.** Please describe how the facility will be maintained and/or operated.
- 37.** Please name any specific contracts and contractors associated with the running of the completed project.
- 38.** Please provide a detailed breakdown of revenue costs for the completed project and how you intend to fund them. Please use the table below to list revenue costs and how much you expect them to be on an annual basis.

Revenue cost type	£/year
Utilities (example)	
Staff (example)	
Other (example)	

Facility ownership

- 39.** Please state if you or your organisation **owns/leases/rents** the facility/land on which the capital investment is to be made.
- 40.** If you lease or rent the land, please confirm who the owner is and that you have their agreement. Please provide evidence of their agreement. If you do not have their agreement, please explain exactly how you intend to get it.
- 41.** If you lease the land/facility, how long is the lease?
- 42.** Please state if the bidding organisation has appropriate policies around child protection, equalities, health and safety or other relevant topics.
- 43.** Please state if the bidding organisation is VAT registered?

- 44.** Please state if the bidding organisation have public liability insurance, employers liability insurance and/or other necessary insurances to operate the facility. Please name the policies in place.
- 45.** Please provide 3 years of financial accounts. If you cannot provide 3 years, please give reasons why.