

APPLICATION PROFORMA

APPENDIX 6

APPLICATION PROFORMA

The application proforma – Project Description & Initial Business Case

Applicants should use the following structure to submit an initial business case to **sportscotland** for a funding request. Proposals should be no more than 40 pages, although supporting information can be annexed if necessary.

Applicants should refer to Section 7 for a checklist of the evaluation and assessment criteria.

Applicants should supply one bound copy and one un-bound copy of the proposals plus an e-mail copy to:

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Sportscotland
Caledonia House
South Gyle
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Tel: 0131 472 7521

1. Introduction and outline of applicant / application partners

- i. Who is leading the application
- ii. Who are the partners to the application
- iii. What are the roles and responsibilities that each partner will have for the delivery of the proposals
- iv. How will the partnership be constituted

2. Strategic Need for investment

- i. How will the project meet national / regional / local sporting needs
- ii. How does the project address wider government agendas and departmental priorities, such as health / regeneration / social inclusion / crime reduction
- iii. How will the project fit within an existing strategic framework, such as community planning, sports development strategies, capital strategies, Best Value etc.
- iv. Outline demand analysis and needs assessment
- v. How will the project benefit existing or proposed sports development programmes

3. Options Development

- i. Outline of the proposed scheme
- ii. Site information, including
 1. Reasons for site selection
 2. Site availability
 3. Development constraints and they will be overcome
- iii. Design information, including:
 1. Capital costs
 2. Outline designs
 3. Schedule of accommodation
 4. Information on environmental sustainability
 5. Information on lifecycle costs and proposals
 6. Accessibility information
 7. Information on planning issues / considerations
- iv. Management proposals

4. Financial analysis

- i. How are the capital costs to be met
- ii. Funding strategy
- iii. Funding request from **sportscotland**/Scottish Executive
- iv. Outline of operational business plans
- v. Commentary on the key risks in the business plan, including liability for income generation and assumed levels of SGB use
- vi. Sensitivity analysis and outline of affordability for the project
- vii. 'Green Book' analysis

5. Proposed procurement process

- i. How is the new facility(s) to be procured
- ii. How are the applicants proposing to manage the process
- iii. In what areas do the applicants envisage requiring support from **sportscotland** and their advisors
- iv. What is the proposed timescale for the project
- v. If the applicants are proposing involving the private sector in the process, what level of 'soft market testing' has been undertaken to ensure the project is marketable

6. Council/Partner Commitment and stakeholder consultation

- i. Confirmation of Council/partner commitment (through delegated powers if required) of support of schemes in principle
- ii. Outline strategy for stakeholder consultation and detail of any that has already taken place
- iii. Identification of MSP and local political support

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7. Project Management and timetable

- i. Outline of project management structure to deliver scheme – resourcing/finance/external advice
- ii. Estimated project timetable from submission of Stage 1 application through to project completion

8. Contact Details

- i. Who is the key contact for further information – postal address, telephone number, e-mail address