**Liverpool City Region - Skills Capital Investment Fund**

**Strand 3 – Equipment**

**CHECKLIST**

To help ensure you have prepared all of the key information required as part of your application, please take a few minutes prior to submission to complete the following checklist.

On all of the below additional documentation submitted, please include the following information:

1. Application name (for example College name);
2. Title of document (for example Equipment Use and Maintenance Plan); and
3. Date document produced.

|  |
| --- |
| For all Projects: |
| 1 | **Completed Checklist** – to confirm all relevant documents have been provided | [ ]  |
| 2 | **Equipment Use and Maintenance Plan** – this should be submitted in word format and contain the information listed in Section 3.2.2. | [ ]  |
| 3 | **Business Plan extract** – a short, relevant extract from the applicants current Business Plan setting out how the project will align with wider business strategy/aims; | [ ]  |
| 4 | **Planned expenditure profile** – required for the period from 2015 to 2017 | [ ]  |
| 5 | **Supporting evidence for any third-party project funding** – for example if available, award letters or formal letters of confirmation | [ ]  |
| 6 | **A detailed flow chart (e.g. Gantt)** setting out the project programme including key milestones for delivery | [ ]  |
| 7 | **Evidence of the value of any equipment being donated** | [ ]  |
| 8 | **Chief Executives signature on the Application Form** | [ ]  |
| In addition for projects seeking greater than a 50% grant intervention rate:  |
| 9 | **A Financial Plan** and commentary – you are required to submit a Financial Plan;* + Further Education Colleges – colleges should submit a financial plan using the latest college version which is available to download from the Capital Funding page on the Agency’s website. The financial plan should be for at least two years after project completion.
	+ Other Approved Training Organisations should submit a financial plan using the ‘Financial Plan Template’ (for completion by those providers applying for capital grant support and that do not submit a financial plan annually). The template and guidance is available to download via the link on page 9 of the Guidance note. The financial plan should be for at least two years after project completion.
 | [ ]  |

Please refer to page 10 of the **Strand 3 Guidance Note** available via the Skills Capital page of the LEP Website, which details how you should submit your application and supporting documentation.