**V12 April 2021**

Hertfordshire LEP is responsible for ensuring all projects receive due diligence throughout the funding process.

To support applicants through the project pathway process we have developed the applicants pack. This includes a number of guidance notes and documents that applicants will be required to fill in to apply for funding. Further information on the project pathway can be found by visiting our Assurance Framework [here](http://www.hertfordshirelep.com/key-documents/).

The below list should not be considered as exhaustive and the LEP reserves the right to update any of the documents as and when required. Applicants may also be requested to provide further supporting information if deemed necessary by the LEP.

1 - Applying for Growth Deal Funding

|  |  |
| --- | --- |
| For projects over £250,000 | |
| Stage 1 - Strategic Outline Case  (also see Business Case Guidance document below) |  |
| Stage 2 - Full Business Case & Appendices  FBC Application Forms without the FBC Appendices submitted will not be accepted  All transport schemes over £5m should also submit FBC Webtag Outputs |  |

|  |  |
| --- | --- |
| For projects under £250,000 | |
| Application Forms |  |
|

2 - If funding is approved

|  |  |  |  |
| --- | --- | --- | --- |
| Documents | |  |  |
| Quarterly Claim & Monitoring Form |  | | |
| Project Remedial Action Plan |  | | |
| Branding information and requirements |  | | |
| Project Change Request Template |  | | |
| Project Closing Financial Position Template |  | | |
| End of Project Report Template |  | | |

π