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# Formal request letter for Dorset LEP support for a funding application

If your organisation is seeking a letter of support to accompany a project funding application, the Dorset LEP Executive Team will consider your project, consulting with Board members, as necessary. Any letters of support will be decided on a case-by-case basis.

Any requests of support will be assessed on their ability to deliver growth and must align with strategic priorities identified in the [Dorset Local Industrial Strategy](https://www.dorsetlep.co.uk/local-industrial-strategy).

In providing a supportive statement, Dorset LEP is not making a financial commitment to your project.

Should a statement be provided, it will carry the caveat that support at this early stage will not bind Dorset LEP to approve the project, when and if an application is submitted to a funding scheme where Dorset LEP is part of the decision-making process.

Please fill out the form on the next page for our consideration.

Please note that our limited resources will not allow us to support every bid. If Dorset LEP is named in a bid that we have not seen prior to submission, we have the right to contact the funding organisation or government agency clarifying our position.

## Dorset LEP named on your bid

If your project would like Dorset LEP to be named on your bid, the Dorset LEP Executive Team will also need to review a business case. Please fill out the information on the next page and attach a business case.

## Financial input from Dorset LEP

Dorset LEP only has access to capital funding through our two grant programmes – the Local Growth Fund and Getting Building Fund which are currently fully allocated. Our [Growing Places Fund](https://www.dorsetlep.co.uk/growing-places-fund) is a revolving loan and accepts applications year-round, subject to funding availability. Please visit the website for more information about our funding for [investment projects](https://www.dorsetlep.co.uk/investment-projects?nid=b5179cc1-b661-4131-9247-f0c2e38cdeb6).

Please note Dorset LEP does not have access to revenue funding.

## Notification of bid submission of interest to Dorset LEP

If you are notifying us that you are putting in a bid, which might be of interest to Dorset LEP, please email us with the details of the bid.

Please email your completed form to [Corrina Osborne, Head of Governance & Operations](https://www.dorsetlep.co.uk/profile/corrina-osborne).

You will receive an acknowledgement that we have received your form.

Due to workloads please indicate whether you need support within 30 days. If you require an urgent decision, you must make this clear in your form and in the email.

## **About your organisation**

|  |  |
| --- | --- |
| Name of your organisation / business and give a brief outline of your organisation |  |
| Key contact details |  |

## **Support requested**

|  |  |
| --- | --- |
| Please indicate what type of support you are requesting from Dorset LEP |  |
| What is the deadline by which the required support is needed? |  |

## **Information about the project**

|  |  |
| --- | --- |
| Name of the project |  |
| Brief description of the project (200 words) |  |
| Beginning and end date of the project |  |
| What are the expected project outputs? |  |
| What are the expected project outcomes? |  |
| What are the project’s objectives? Or who are the project’s beneficiaries? |  |
| How will the project contribute to the Dorset Local Industrial Strategy? |  |
| Which other delivery or strategic partners are involved in this project? |  |
| Are there any risks associated with this project e.g. financial, reputational, delivery (planning or permits not secured) etc? |  |
| Please give details of the financial return on this project |  |
| Please advise if this project is:   * An extension to an existing programme * Has a similar scheme been implemented before * Links to another, existing, project. |  |
| If yes to any of the above, please provide details of the impact the related project has had and/or the rationale for continuing with it? |  |
| Please provide a short narrative regarding ‘key points’ to be covered in letter of support |  |

## **Information about your bid**

|  |  |  |
| --- | --- | --- |
| Please state the name of the fund you are applying for. |  | |
| Are you seeking funding for this project from other organisations? |  | |
| Please state the amount you requested in your bid, the amount of match funding you have in place (and source) and the total value of the project | Bid amount (£) |  |
| Match funding (£) |  |
| Match funding source |  |
| Total value of project (£) |  |
| If a Local Authority, please confirm you have Section151 Officer commitment |  | |

## **Other information**

|  |  |
| --- | --- |
| Please provide additional information you think will be valuable to support your application for support |  |