TAY CITIES DEAL
Guidance notes for Stage 1 Project Proposals

Tay Cities Deal vision

“We will create a region where fair business growth, social inclusion and skills development is as the heart of everything we do. Our vision is to become a cohesive region of knowledge with a culture of creativity within Scotland and the UK. By focusing on the skills, knowledge and expertise of our people, we can boost innovation, economic growth and productivity within our region.”

The following guidance notes should be read alongside the Tay Cities Deal Overview document. Should you require any further advice at this stage please contact the relevant lead officer:

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1. Project Name

The title of your proposal should provide a plain English description of the project.

2. Sponsor Organisation

Projects can be submitted by public, private and third sector organisations or consortia and partnerships. The name and contact details of both the organisation and the person leading the project must be provided.

3. Key collaborations/partners

For multi-organisation projects, please list all organisations involved in the project and outline their role/contribution. This will be taken as their consent to be included.

4. Overview of Project Objectives (no more than 100 words)

A succinct summary of the project aims, objectives, duration and desired economic development outputs must be provided.
5. Project Theme

Indicate which of the four key themes the project principally relates to.

6. Fit with Vision and Objectives

In this section you must explain how the project will contribute to the overall objective of the Tay Cities Deal i.e. to grow the economy and make the region a smarter, fairer place. In doing so you must articulate how the project will specifically contribute to delivery of the vision that has been agreed by the four local authority lead partners. Therefore, you should highlight how the proposal addresses the core criteria that has been agreed for the Tay Cities Deal and should consider:

- How the project specifically supports the growth of the regional economy
- Whether the project has a clear rationale that a wide stakeholder group can understand and support
- Whether the project addresses the issues that matter most i.e. getting more people back to work, creating higher skilled jobs and helping more businesses to grow by being more innovative
- How original/unique is the project compared with similar initiatives elsewhere in Scotland that you are aware of?
- Innovative or creative approaches that will be used to deliver the project
- Evidencing the difference that this project could make to businesses, individuals and/or communities
- How customers, communities, staff or partners will be involved throughout implementation
- How will best value be demonstrated and delivered?

7. Project Funding

Even if you are not sure about the information in detail, you must provide an estimate of:

- Total project costs
- Project phasing (up to 10 years)
- Your contribution to the cost (including private sector and other public sector funding)
- The amount of funding sought from the Tay Cities Deal

Finally, you must explain how Tay Cities Deal funding will enhance the project's impact i.e. its additionality.

8. Impact

Demonstrate where applicable the projected impacts of the project in terms of:

- Jobs created (Full Time Equivalent)
- Jobs safeguarded (FTE)
- Number of individuals upskilled (as a consequence of the project)
- Increased turnover (from the pre-City Deal baseline)
• New markets entered (specify sector and/or geography)
• Other economic impacts you feel should be highlighted at this stage

You should also explain over what time period you anticipate these impacts will be achieved and how you propose measuring them i.e. how will you know the desired impact has been achieved?

9. Other Benefits

You must describe any other anticipated quantitative or qualitative benefits you feel the project will deliver and explain how you will ensure learning is shared widely across the Tay Cities region and beyond.

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