



**North East**  
Local Enterprise Partnership



# **Innovation Project Pipeline**

Supporting Information for  
Expressions of Interests

April 2021

VERSION: 1

## Introduction

This document provides guidance for producing a project expression of interest to join the Innovation Project Pipeline.

The Innovation Project Pipeline is an approach to support partners to develop competitive project proposals for public and private funding. This is being done in response to the highly competitive environment for innovation funding which is largely available through national and international calls, and which requires well developed and focused bids to be successful.

The North East LEP will provide a critical friend role to support the development of project business cases in preparation for forthcoming funding calls. Projects will be required to submit self-reporting forms on a quarterly basis which will be used to monitor progress by the Innovation Programme team and will provide key information which will be reported to the Innovation Board.

The Project Pipeline and project prioritisation process encompasses three elements of activity:

- An open call for project ideas which will be endorsed by the Innovation Board
- The supported development of business case content with the LEP acting as a critical friend
- Regular support and challenge by the Innovation Board in the on-going development of the project ideas and application for investment.

Project expressions of interest will be assessed against seven key criteria: Strategic fit, links to existing regional strengths and opportunities, market opportunity, scale, deliverability, potential to support increased investment in R&D, and potential to deliver more and better jobs.

**PLEASE NOTE:** This Project Pipeline is not a direct route to funding.

## Using the booklet

The booklet is intended to be a guide to help project leads to develop strong expressions of interest to join the Pipeline by providing additional information to support comprehensive Expressions of Interest (EOI). The EOI form cannot be saved part-way through and you may find it useful to prepare your responses to the questions in this document and copy them into the EOI form.

Project Details		
1	Project Name	Please provide the title or name of the project.  (This can be a working title and change throughout project development)
2	Please provide a brief description of the project idea (300 words max)	
3	Lead organisation	This is the organisation leading the project and will provide the legal/financial activities.
4	Other key project partners	Which other organisations have signed up to the project. These should also only include partners who will be active in delivery for example leading a strand of work or theme.
5	Main project contact details	Name, role and contact details (email and phone) for the individual leading the project development. Also – name, email and phone for any other key contacts to be included in communications about the pipeline.
6	Is the project a capital or revenue project?	Please tick the box to indicate. If the project contains both revenue and capital elements, please tick capital.
7	Please indicate the stage that best describes your projects development?	Please tick the box which best represents the development stage of your project at present.
8	What date do you anticipate the business case to be fully developed?	Please provide a date that you anticipate the business case to be complete (if not already). It is acknowledged that this may be speculative depending on the current stage of the project.
9	Provide a brief description of how the project will support regional economic growth. (500 words max)	Please refer to the Strategic Economic Plan as appropriate. Please identify the market opportunity identified.
10	Provide a brief description of how you intend to deliver the project (500 words max)	Outline any distinct elements or phases to the project. Include an outline of proposed resourcing and governance arrangements.

11	Summarise what will be delivered and achieved.	Outline the project's key deliverables, include any known outputs or defined KPIs.
12	Provide an estimation for the number of jobs the project will create in the North East	Please indicate how many jobs the project is anticipated to create. Please provide an overview of how this number has been reached.
13	Outline how the project will contribute to spending in R&D.	Please outline how the project is expected to contribute to R&D activity and expenditure in the North East. (It may not depending on project type)
14	Provide a list of key project milestones.	Outline the known project milestones. These will be project specific and should include funding calls, critical path dates, and any relevant feasibility, decision or pilot phase activity.
15	List indicative funding needs and sources	Please include anticipated match funding. You can include in-kind support. Please state whether funding is secured or not yet secured. Please indicate if there is a known funding gap.
16	Summarise the total amount of funding needed for the project	Please confirm the total funding requirement for the project – secured or not.
17	Indicate how much of the total funding required is unsecured public funding	Please confirm the value of public funding required which is not yet secured.

If you have any questions about the Innovation Pipeline or EOI process, please contact [Rebecca.Furness@nelep.co.uk](mailto:Rebecca.Furness@nelep.co.uk).