



Birmingham City Council
Planning and Regeneration
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Richard Woodland
Birmingham City Council
Planning and Regeneration
PO Box 28
2nd Floor Lancaster Circus
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23 May 2018

Dear Richard

Re: Enterprise Zone Funding Change Variation Application
Project Title: Relocation Services
Project Reference: BSF1601

The above project originally approved by the Enterprise Zone Executive Board (EZEB) on 25 January 2016 has since been revised, submitted via a change variation application, and has now been reappraised.

Following evaluation by the EZEB on 07 March 2018 for the above project, this letter confirms that the request for grant has received approval. The decision on this funding approval is predicated upon the detail contained in the application form and associated appendices.

Please note that this offer of EZ funding supersedes earlier offer letters for this project.

The award will be subject to terms and conditions as detailed in the Grant Agreement. Acceptance by Birmingham City Council of the award is acceptance of those terms and conditions.

The funding has been approved in accordance with the following conditions, spends, outputs and milestone profiles.

Funding Conditions

This approval of the award of £739,999 is subject to the terms and conditions set out as follows:

- BCC Gateway draft report to be provided to the EZ Programme Manager prior to it being processed through the BCC Gateway
- BCC approval and funding agreement is in place to cover the change variation application prior to funds being released for project activity from 01 April 2018.

- Provide the EZ Programme Manager with milestones for the additional two years approved through the extension.
- Regular monitoring and reporting of project activity as set out within this letter.
- Charges to the project relating to the provision of relocation services to businesses relocating outside of the Enterprise Zone are prohibited.
- Any business relocating outside of the EZ will be charged for access to the existing relocation services website and app. 25% of any income generated is to be returned to the EZ and netted from quarterly claims.
- An evaluation report is required on completion of the project.

The new project lifetime covers 2015 to 2020. The total amount approved is now £739,999. This will be paid as a revenue grant towards the Relocations Services project activity, the revised expenditure profile can be identified as follows:

EZ Funding	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	TOTAL
Capital	0	0	0	0	0	0
Revenue	£170,000	£133,387	£149,953	£166,659	£120,000	£739,999
EZ Funding	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	TOTAL
Salaries	£31,198	£71,533	£68,472	£70,000	£70,000	£311,203
Materials/ Equipment	£127,194	£61,854	£73,241	£86,659	£45,000	£393,948
Travel	£11,608	£0	£8,240	£10,000	£5,000	£34,848
Total Revenue	£170,000	£133,387	£149,953	£166,659	£120,000	£739,999

Outputs

The project will deliver the following outputs over its lifetime:

Project Outputs	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	TOTAL
1300 new direct employment positions				1300		1300
3.72ha land developed				3.72		3.72
670,000 sq.ft. of new/refurbished grade A office accommodation				670,000		670,000

Deliver relocation services support and maintain a service provision to a minimum of 4 inward investment clients during any 12 month period.				2	2	4
To service 5 relocation enquiries on average per week.				200	200	400
Achieve an average of 100 visitors engaging with the relocation website and app on a 12-month average.				1200	1200	2400

Any variations in the outputs above may result in adjustments being made to the level of grant available to the project.

Monitoring

This project will be monitored in accordance with Enterprise Zone monitoring requirements. Please note that you should ensure the project has appropriate systems in place, enabling it to provide verifiable evidence to support both financial and non-financial outputs. This evidence may be requested to substantiate claims as part of the monitoring process.

You will be required to complete quarterly monitoring returns for the project, returning these to the EZ Programme Manager according to the appropriate deadlines. As part of the monitoring process and terms and conditions of funding, you will also be expected to attend Project Managers' meetings coordinated by the EZ Programme Manager. This will provide you with the opportunity to report ongoing project activity and progress towards project outputs.

Please contact Jane Smith, EZ Programme Manager on 0121 464 5404 if you require further information or a meeting regarding project monitoring and evidence requirements.

Publicity

The Enterprise Zones wishes to ensure that the contribution made to projects using EZ funding is acknowledged. Therefore, EZ contribution to the project should be advertised in any public information you produce. Please note that any publicity relating to the project should be approved by the EZ Programme Manager prior to publication or printing. For EZ

logo please contact Jane Smith, EZ Programme Manager on 0121 464 5404.

Additional Information

Please note that it is the responsibility of the sponsoring department representative to liaise with the project manager to inform the delivery organisation of both the conditions and outputs attached to the project. This letter gives the authority for the project to commence.

It is the responsibility of the sponsoring department representative to sign and return a copy of the attached form as an indication of his/her acceptance of the terms and conditions associated with the management, monitoring and delivery of the project.

If you have any questions about the contents of this letter please contact Jane Smith on 0121 464 5404 or by email at: jane.smith@birmingham.gov.uk.

Yours Sincerely



Simon Marks
Chair of Enterprise Zone Executive Board

ACKNOWLEDGEMENT OF RECEIPT OF APPROVAL LETTER FOR:

PROJECT TITLE: Relocations Services

PROJECT NUMBER: BSF1601

I acknowledge receipt of the approval letter dated 23 May 2018 for the above project. I have read the letter together with the Sponsoring Officer Responsibilities document and fully understand the conditions of funding in addition to my role and responsibilities in ensuring that the project is delivered in an effective manner.

I agree to work with the Project Manager and the Enterprise Zone Programme Manager and report on the ongoing activity, spend and outputs related to the project.

NAME.....

SIGNED.....

DATE.....

CONTACT DETAILS (address, telephone number, email address)

.....
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Please return a copy of this completed form to:

Jane Smith, EZ Programme Manager, Birmingham City Council, Planning and Regeneration, PO Box 28, 2nd Floor Lancaster Circus, Birmingham, B1 1TU.