**Towns Fund Stage 2 Business case guidance Annex C: Summary Document template**

Towns must:

* Submit a completed Summary Document for each project to Ministry of Housing, Communities and Local Government (MHCLG) as soon as they are ready and within 12 months of agreed Heads of Terms.
* **Where towns require funding in 2021/22** then Summary Documents **must** be submitted to MHCLG by 28 January 2022.
* Note that in the event of late submission of Summary Documents (SD), MHCLG cannot guarantee payment. If there is a risk of late submission, towns should promptly liaise with their MHCLG local leads.
* **With the first Summary Document, include** Part 2: Town Investment Plan (TIP) conditions (where applicable).

Please note: MHCLG will use the financial profile (Annex A-1) submitted previously to make any payment.

**Programme-level update**

Where not submitted today, the remaining Summary Documents submission timings.

|  |  |
| --- | --- |
| **Project name** | **Month/Year** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

**Part 1: Project Summary Document**

Towns should complete this for each project.

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| **Summary Document table** |
| 1. **Project name:** |
| 1. **Heads of Terms project conditions**  * Actions taken to address any conditions attached to the project in the Heads of Terms, where applicable. * Where the condition was to provide a delivery plan please input in the section below (no.9) and/or attach to this document. |
|  |
| 1. **Business case appraisal**   Provide details of how the business case has been appraised including:   * business case type * any internal or external assurances |
|  |
| 1. **MHCLG capital (CDEL) 5% payment** |
| Main activities, if applicable: |
| 1. **Quantified benefit-cost ratio/value for money (e.g. Benefit Cost Ratio or Net Present Social Value)**   A quantified benefit-cost ratio should be provided. If it has not been generated, a summary of evidence used by the S151 Officer to demonstrate value for money should be stated. |
|  |
| 1. **Deliverability**   Will this project still be delivered within the Towns Fund timeframe? (Y/N) |
|  |
| 1. **Delivery plan**   Including details of:   * timescales and key milestones * partnerships * interdependencies * risks and mitigation measures (if not provided above). |
|  |
| 1. **Town Deal Board Chair name & signature** |
| Name of the Town Deal Board:  Chair’s name and signature:  Date: |
| 1. **By signing, I agree that:** 2. The business case, in a proportionate manner, is Green Book compliant. 3. The 5% early capital (CDEL) has been included in the Town Fund project costs across the programme. 4. This project and expenditure represent value for money, including the 5% early capital (CDEL) provided. 5. Project-level Equality Impact Assessments such as Public Sector Equalities Duty and/or Environmental Impact Assessments have been undertaken. 6. For final submission - programme-level Public Sector Equality Duty assessment has been undertaken by the accountable body.   **Name of the lead Local Authority and signature of the Chief Executive Officer or S151 Officer** |
| Name of the lead Local Authority:  Job title:  Name and signature:  Date: |

**Part 2: Town Investment Plan (TIP) conditions**

Towns are **only** required to submit this with the **first batch** of Summary Document if any TIP conditions are listed in the Heads of Terms. All TIP conditions must be met **before funding can be released.**

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| **TIP conditions table** |
| 1. **TIP improvement condition**   Set out TIP improvement conditions as agreed in Heads of Terms |
|  |
| 1. **Evidence**   Provide evidence of how conditions have been addressed |
|  |
| 1. **Name of the Town Deal Board Chair & signature** |
| Name of the Town Deal Board:    Chair’s name and signature:  Date: |
| 1. **Lead Local Authority's name & signature of the Chief Executive Officer or S151 Officer.** |
| Name of the lead Local Authority:  Job title:  Name and signature:  Date: |

**Annex: submission checklist**

Use this as guidance when submitting the Summary Documents.

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| --- | --- | --- |
| **Items** | **Checked** | **Qty** |
| **first submission** | |  |
| 1. Programme-level update |  |  |
| 1. Part 1: Project Summary Document |  |  |
| 1. Part 2: Town Investment Plan (TIP) conditions |  |  |
| 1. Final Monitoring & Evaluation (M&E) plan |  |  |
| 1. Any other documents |  |  |
| **all other submissions** | |  |
| 1. Programme-level update |  |  |
| 1. Part 1: Project Summary Document table |  |  |
| 1. Final M&E plan |  |  |
| 1. Any other documents |  |  |