

Submission checklist

No.	Document	Checked	Qty
1	Business Case guidance Annex A: projection confirmation	<input type="checkbox"/>	
2	Business Case guidance Annex A-1: financial profile	<input type="checkbox"/>	
3	Draft M&E plan	<input type="checkbox"/>	

Annex A: project confirmation table [Town name]

Please complete the table below for **each project** and send to the Towns Fund inbox, towns.fund@communities.gov.uk, within two months of agreeing Heads of Terms.

Project confirmation table	
1. Project name:	
2. Total project value (£) This must equal sum of Towns Fund budget (no.3) and Match-funding total (no.4) below.	
Financial profile attached <input type="checkbox"/> (please tick the box) Provide financial profiles for Towns Fund budget in Annex A-1: financial profile.	
3. Towns Fund budget (£) This must be identical to the TF budget in the Annex A-1: financial profile.	
4. Match-funding (£) Provide match-funding total, breakdown, and source(s)	
5. Plan for addressing key project conditions Provide plans to address any project conditions that were attached to the project in the Heads of Terms (if applicable).	
6. Summary Document/ Business Case timing (month/year) Please outline when you will submit the Summary Document for this project or the Full Business Case where Heads of Terms indicate it is to be called in.	

Where towns need to draw down funding within FY 2021/22, Summary Documents must be submitted by 28 January 2022 the latest.

Name of the Town Deal Board and name & signature of Chair

Name of the Town Deal Board:

Chair's name and signature:

Date:

Name of the lead Local Authority and name & signature of the Chief Executive Officer or S151 Officer

Name of the lead Local Authority:

Job title:

Name and signature:

Date: