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| EOI Submission Instructions – OxLEP  | **March 2019** |

**Oxfordshire Local Enterprise Partnership (OxLEP)**

A fully completed EOI form together with associated documents must be returned to info@oxfordshirelep.com ensuring that it is received by 4pm of the 3rd April 2019. If you have any difficulties sending the email(s) please call 01865 897191.

Applicants who fail to submit on time without valid reason will be excluded from the initial prioritisation process. Please note that all applicants must submit a fully completed EOI form with associated documents using the correct forms and templates.

**Documents within this stage of the call:**

* OxLEP – Call Descriptor
* OxLEP – Submission Instructions
* OxLEP – Expression of Interest Form
* Oxfordshire Strategic Economic Plan
* Oxfordshire Skills Strategy

**Useful contacts for Development Support**

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| **For a discussion about your proposal contact** | richard.byard@oxfordshirelep.com (strategic fit)sarah.watson2@oxfordshirelep.com (deliverability) |

**Timeline**

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| **Key dates** | **Action** |
| 13th March | Call for EOI’s opens (Expression of Interest)  |
| 3rd April | Call for EOI’s closes at 4pm |
| 4th April – 18th April | Initial prioritisation by OxLEP |
| 23rd April – 25th April | Successful and Unsuccessful EOI’s notified |
| 17th May | Business Case (BC) submission closes at 4pm |
| 20th May – 31st May | Business Case assessment by OxLEP |
| 25th June  | OxLEP Board meeting |
| 26th June – 28th June | Successful and Unsuccessful BC’s notified |
| July - September | State Aid AssessmentDue Diligence (incl report to OxLEP Board meeting in September)Heads of Terms |
| October - December | Funding Agreement |