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BUSINESS FOCUS ON ENFORCEMENT - APPLICATION FORM TO RUN A REVIEW

This is the application form to run a ***Business* Focus on Enforcement** review. Further information about the review, the offer from Government and the application and selection criteria can be found in the call for applications document, which is available at <http://discuss.bis.gov.uk/focusonenforcement/business-focus-on-enforcement>

This document is a stand-alone application form and no further documentation is required at this stage. The Better Regulation Executive may, however, request further information or details during the selection process.

The deadline for formal applications for reviews due to start work early in 2015 is **5pm on Wednesday 21 January 2015**.

Completed applications should be submitted electronically to [focusonenforcement@bis.gsi.gov.uk](mailto:focusonenforcement@bis.gsi.gov.uk)

Queries can also be sent to this email address or you can call 0207 215 5000 and ask to speak to a member of the Focus on Enforcement team.

Where possible, applicants are also encouraged to meet and/ or discuss their ideas and any questions prior to submitting an application with the Focus on Enforcement team. Please email [focusonenforcement@bis.gsi.gov.uk](mailto:focusonenforcement@bis.gsi.gov.uk) to book a meeting or arrange a suitable time for a discussion.

**If you would be interested in meeting with us but cannot travel to London please let us know and we would be happy to set up a separate meeting at a mutually convenient location.**

# Section 1: Applicant details

|  |  |
| --- | --- |
| **Name of lead organisation** |  |
| **Name of other organisations who would be involved (if applying as a group/consortium)** |  |
| **Lead organisation address** |  |
| **Name of Project contact** |  |
| **Contact email** |  |
| **Contact phone number** |  |

# Section 2: Proposal Overview

**1. Please provide a brief summary of your proposal.** Please include:

* *brief overview of the area you propose to review*
* *who is affected by the current regime(s)*
* *the nature of the current issue(s) and their impact (including, if possible, rough estimates/evidence in relation to the current cost to business of the existing regime)*
* *any areas of good practice which may be able to be replicated elsewhere*
* *what difference (eg. costs saved, burdens lifted, investment encouraged etc) will be made by reforming/improving the status quo*

**2. Please describe how you will ensure that the review is representative of a full range of stakeholder/business views within the area you propose to review.** Please include:

* *your proposed approach to evidence gathering*
* *how you propose to access a range of contacts beyond your own membership group(s) and allow public comment/contributions to the review*

**3. Please provide an indicative outline of your project plan for running a review below (if helpful, please use the template below).**

|  |  |
| --- | --- |
| **Timing** | **Activity** |
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1. **What are the key risks facing the proposal and how will you work to mitigate them?**
2. **Please explain how you would ensure that stakeholders who submit evidence to the review may remain anonymous if this is their wish (you may wish to use the Focus on Enforcement web-site).**
3. **Please describe your approach to handling potentially sensitive information.**

1. **Please describe briefly how you will evaluate the outcome of the review.**

# Section 3: Funding

**8. Would you require funding to run this review? Yes / No**

**If no, you do not need to complete questions 9-11 below.**

**9. If yes, are you seeking assistance in order to:**

|  |  |  |  |
| --- | --- | --- | --- |
| a) Be able to participate? |  | b) Accelerate the project? |  |
|  |  |  |  |
| c) Increase the scope of the project? |  | d) Other (please specify below) |  |
|  |  |  |  |
| Specify Other |  |  |  |

1. **Please give brief** **details about why you require financial assistance, including how much you would require (up to a maximum of £4000) and how you would match this funding (matching can be in kind so long as evidence of value is provided).** As part of your response, please include:

* + *Estimate of resource required and what it will be used for*
  + *Estimated costing of resource (hourly rates, etc.)*
  + *Estimated total cost of resource*

1. **Please indicate what you could do without financial assistance.** Please include:
   * *What part of your proposal you could still undertake and on what timescale*
   * *The difference in resource allocated.*

# Section 4: General

**12. Any other information you would like to include in support of your application.**

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