

Edinburgh Tram Project
Grant award letter finalisation and approval - top-down programme

The Final Business Case approved by the Council on 25 October 2007 reflected the written confirmation by Transport Scotland that the grant award would be up to £500m for the tram project. The text of the Grant Funding Letter, including detailed schedules, will require to be agreed according to the programme below as the letter is a critical component of the set of documents to be legally completed as part of the financial close process. A delay in signing the letter will result in a delay in achieving financial close, with attendant risk of programme delay and cost increase.

Summary of key dates and responsibilities.

Oct 25 th	Full council meeting approves FBC V1 and preferred bidder recommendations
Oct 26 th	Detailed Grant Funding Letter schedules due to be received by CEC from TS [NOT YET RECEIVED – ACTUAL RECEIPT DATE X]
DATE X + 5*	CEC response to TS version of Grant Funding Letter
DATE X + 15*	Finalisation of agreed form of Grant Funding Letter, including informal sign-off by Council and Transport Scotland officials
Nov / Dec	Progress on all contractual documentation, update of business case to produce FBC Version 2, finalise Report to Council, official level approval of documents by all parties
Dec 7 th	TPB approves “December Documents”, comprising FBC V2, agreed form of Grant Funding Letter, Recommendation to TEL Board / CEC, draft Report to Council
Date TBA	Transport Scotland Board approves agreed form Grant Funding Letter
Dec 12 th	tie Board approves “December Documents”
Dec 13 th	Report to Council finalised and submitted
Dec 20 th	Full Council meeting to consider and approve Report, FBC V2 and Grant Funding Letter
Date TBA	Government sign-off on Grant Funding Letter
Jan 11 th	Notification of contract award - all documents, including Grant Funding Letter unconditionally concluded subject only to cooling off period ending on Jan 28 th which is Financial Close date

* refers to number of working days