**A green and black logo

Description automatically generated**

**UKSPF E1 and E4 Grant Programme 2024-2025**

**Full application form to use as a working offline draft.**Your final version must be submitted via our online form   
on [www.rochford.gov.uk/ukspf](http://www.rochford.gov.uk/ukspf) by 23:59 on 25 March 2024.

**Year 2024/2025**

1. About your organisation

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| Name of organisation applying | Click or tap here to enter text. |
| Type of organisation e.g. registered business, CIC, charity, local government | Click or tap here to enter text. |
| Company or Charity Registration No. | Click or tap here to enter text. |
| VAT registration no. (if applicable) |  |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Your name | Click or tap here to enter text. |
| Your position in the organisation | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |

**Your proposal**

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| Your project title | Click or tap here to enter text. | | | | |
| Your project start date (between 1 May 2024 – 31 March 2025) | Click or tap here to enter text. | | Project end date  (between 1 May 2024 – 31 March 2025) | | Click or tap here to enter text. | |
| For which intervention are you applying? (please tick all that apply) | | | | 🞏 E1  🞏 E4 | | |
| What is the total cost of your project (excluding VAT)? | | | | £ | | |
| Please tell us how much funding you are requesting in the below table. Note that your project can include capital and revenue expenditure but your TOTAL request for a single project cannot exceed £50,000. | | | | | | |
| Intervention | | Amount requested | | | | |
| E1 – Revenue (between £10,000 and £50,000) | | | | £ | | |
| E1 – Capital (between £10,000 and £50,000) | | | | £ | | |
| E4 – Revenue (between £10,000 and £50,000) | | | | £ | | |
| E4 – Capital (between £10,000 and £50,000) | | | | £ | | |

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| 1. Describe your project in detail. Tell us where it will be delivered, what you will be doing, who it is aimed at and how you will deliver it. Tell us why you feel it fits with UKSPF intervention(s) E1 and/or E4. (maximum 10,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 2. Please review the funding priorities in the full guidance and tell us how your project will support one or more of these priorities. |

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| 3. How do you know that the community need or want this project? Have you talked with community and local partners, and if so, who? How have they helped you identify the need and shape the project delivery? (max 5,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 4. The UK Government and Rochford District Council are committed to equality and diversity in all their work and funding. How does your approach and project support this? (max 3,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 5. How will your project operate sustainably, including minimising environmental impact and carbon emissions as part of the project itself, or its delivery? (max 3,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 6. How will you ensure your project has legacy past initial delivery? And if there are any ongoing costs, how will you manage these after the end of the project? (max 5,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 7. Setting up and delivering projects always has risks. Assuming you are awarded funding, what risks and challenges do you think you will face and how do you intend to minimise them? (max 5,000 characters, including spaces) |
| Click or tap here to enter text. |

**Monitoring and measurement**

8a. The UKSPF fund requires you to deliver specific outputs and outcomes as listed below. Please tell us which ones will you deliver, how many, and how will you collect the data and evidence needed to confirm that you have delivered them?

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| **Intervention E1:** Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs. | | | |
| Type | Description | Number | How will you collect and evidence the data? |
| Output | Amount of public realm created or improved (measure in m2) |  |  |
| Output | Number of decarbonisation plans developed as a result of support |  |  |
| Outcome | Jobs created as a result of support (measure FTE equiv.) |  |  |
| Outcome | Increased footfall |  |  |
| Outcome | Increased visitor numbers |  |  |
| Outcome | Improved perception of facilities/amenities |  |  |
| **Intervention E4:** Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer. | | | |
| Type | Description | Number | How will you collect and evidence the data? |
| Output | Number of organisations receiving non-financial support |  |  |
| Output | Number of Tourism, Culture or Heritage assets created or improved |  |  |
| Output | Number of events/participatory programmes |  |  |
| Outcome | Increased footfall |  |  |
| Outcome | Increased visitor numbers |  |  |
| Outcome | Improved perception of facilities/amenities |  |  |

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| 8b. We would expect all UKSPF funded projects to enhance health and wellbeing in the District. Please tell us how your project will do this and how this will be measured (max 5,000 characters, including spaces). |
| Click or tap here to enter text. |

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| 9. You will need to provide a report on project progress (including outputs and outcomes achieved) and financial spend every 3 months and at the end of the project. How will you ensure you have the time and expertise needed to do this? (max 2,000 characters, including spaces) |
| Click or tap here to enter text. |

**Supporting documents - budget, milestones and evidence**

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| 10. Please complete both TAB 1 and TAB 2 of the Budget/Milestones spreadsheet template and upload to this form |
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| 11. Please describe the process will you follow to procure external goods and services costing over £2,500. (max 2,000 characters, including spaces) |
| Click or tap here to enter text. |

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| 12. Please upload evidence to this form i.e quotes or links to invitations to tender. (optional) |
| Click or tap here to enter text. |

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| 13. Please upload your Public Liability Insurance certificate and other relevant insurances. |
| Click or tap here to enter text. |

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| 14. If you are working with vulnerable people, including children and young people, please upload your Safeguarding Policy/ Statement. |
| Click or tap here to enter text. |

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| 15. If applicable, please upload your organisation’s constitution or terms of reference. |
| Click or tap here to enter text. |

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| 16. Please upload any other evidence you wish to submit. This should include evidence of community need, relevant permissions, plans, photos, letters of support etc |
| Click or tap here to enter text. |

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| 17. Please confirm whether or not you wish for your details to be held on a database to be contacted by Rochford District Council should any future funding opportunities arise. YES/NO |
| Click or tap here to enter text. |