**Rochford District UK Shared Prosperity Fund (UKSPF)**

**Grant Application Form**

**Instructions**

This application form is for the Rochford District UKSPF Grant Programme (Round 1). Before completing this form, we would strongly encourage you to read the associated guidance available at [www.rochford.gov.uk/UKSPF](http://www.rochford.gov.uk/UKSPF) which includes information on what is expected for each question.

Once completed, please attach this document, and the separate Budgets and Timescales spreadsheet, to the online form at [www.rochford.gov.uk/spfgrant](http://www.rochford.gov.uk/spfgrant)

If you require any support or accessibility adjustments in completing this process, please email [UKSPF@rochford.gov.uk](mailto:UKSPF@rochford.gov.uk) or call 01702 318043.

**Applicant Details**

1. About your organisation

|  |  |
| --- | --- |
| Name of organisation applying | Click or tap here to enter text. |
| Type of organisation e.g. registered business, CIC, charity | SELECT FROM:  ☐Registered Business  ☐Community Interest Company  ☐Charity / Voluntary Organisations  ☐Other Community Organisation  ☐Other Click or tap here to enter text. |
| Company or Charity Registration No. (if applicable) | Click or tap here to enter text. |
| Is your organisation VAT registered?  VAT registration no. (if applicable) | ☐Yes  ☐No  Click or tap here to enter text. |
| 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 No. | Click or tap here to enter text. |

**Your Project**

|  |  |
| --- | --- |
| Your project title | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Your project start date | Click or tap here to enter text. | Project end date | Click or tap here to enter text. |

|  |
| --- |
| 2. Describe your project.  Tell us what you will be doing, where it will happen, who it is aimed at and how you will deliver it. Tell us why you feel it fits with one or both of the UKSPF Intervention(s) listed below:   * E1: Funding for improvements to town centres and high streets * E4:  Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural / heritage offer   (1000 words max) |
| Click or tap here to enter text. |

|  |
| --- |
| 3. Please outline how your project supports and will help to deliver the priorities of the [Rochford Business Plan](https://www.rochford.gov.uk/media/348) and/or [Economic Growth Strategy](https://www.rochford.gov.uk/GrowthStrategy) (250 words max) |
| Click or tap here to enter text. |

|  |
| --- |
| 4. 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 to shape your project? (250 words max.) |
| Click or tap here to enter text. |

|  |
| --- |
| 5. The UK Government and Rochford District Council are committed to equality and diversity in all their work and funding. How will your project support equality and diversity? (250 words max.) |
| Click or tap here to enter text. |

|  |
| --- |
| 6. How will your project operate sustainably, including minimising the impact on the environment, avoiding waste, or reducing carbon emissions? (250 words max.) |
| Click or tap here to enter text. |

|  |
| --- |
| 7. How will you ensure your project has a legacy past initial delivery? If there are any ongoing costs, how will you manage these after the end of the project? (250 words max.) |
| Click or tap here to enter text. |

|  |
| --- |
| 8. 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? (250 words max.) |
| Click or tap here to enter text. |

**Monitoring and measurement**

9. The UKSPF Fund requires projects to deliver at least one specific output or outcome from the table below. You only need to consider the outputs and outcomes under the Interventions your project relates to. It may also be that some are just not relevant to your project.

Please tell us which you will deliver, how many and how you will collect the data and evidence needed to confirm that you have delivered them?

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | No. | 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 (% increase over a period of time) |  |  |
| Outcome | Increased visitor numbers (% increase over a period of time) |  |  |
| Outcome | Improved perception of facilities/amenities (e.g. a % increase in the number rating a facility good or excellent over a period of time) |  |  |
| Intervention E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer | | | |
| Type | Description | No. | 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 |  |  |

|  |
| --- |
| 10. You will need to provide a report on project progress (including outputs and outcomes achieved) every 3 months and at the end of the project. How will you ensure you have the time and expertise needed to do this? |
| Click or tap here to enter text. |

**Budget and Timelines**

Alongside this form, you will need to complete the Budget and Timescales spreadsheet. It is linked from the online form.

With reference to your completed spreadsheet:

|  |
| --- |
| 11. Please summarise the key milestones of your project below |
| Click or tap here to enter text. |

|  |
| --- |
| 12. Please summarise the key budgets of your project below, including any capital or revenue split. You may wish to use the ‘Budget Summary’ tab of the spreadsheet to help you complete this. |
| Click or tap here to enter text. |

|  |
| --- |
| 13. If you are providing match funding or using this award as match to other funds please tick the relevant box below, providing any further commentary in the comment box. |
| ☐Money is available now to match UKSPF  ☐Money is not yet available but expected before 1st June 202  ☐Money is not yet available but expected before the end of March 2024  Additional comments: Click or tap here to enter text. |

|  |
| --- |
| 14. How will you procure any external goods and services you need to deliver your project? In particular, what will be your approach to procuring any goods or services with a cost of £2,500 or over. The Council can provide advice on this. |
| Click or tap here to enter text. |

**Data Protection and Privacy Notice**

In this form we ask for some personal information (such as name, address, postcode) in order to fulfil your request for information or services. This information will be held securely and will be used to provide you with the service you have requested.

We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you or required by law or to prevent or detect fraud. Any processing will be performed in line with the requirements of the General Data Protection Regulation from 25 May 2018.

For further information, and to find details of your rights and how we process personal data, please go to: <https://www.rochford.gov.uk/data-protection>.

By submitting this form, you are consenting to the Council capturing and storing the personal details in this form for providing the service requested.

**Consent and declaration**

Do you consent for your details to be added to a database to be informed of future funding schemes run by Rochford District Council? Yes ☐ No ☐

I declare that the information supplied in this application is true and that any grant money received from Rochford District Council will be used for the purposes described in this form.

Yes ☐ No ☐

**Signature Date / /**