

Rochford UK Shared Prosperity Fund (UKSPF) Grant Application

Information and Guidance Notes

March 2023

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About UKSPF

This fund has been designed to support the aims of the UK Governments Levelling Up agenda; more specifically it has an overarching objective of 'Building pride in place and increasing life chances'. Rochford District Council has been awarded £1m of funding to be spent between December 2022 and March 2025. Government has allocated funding on a yearly basis, and it includes both capital and revenue spend.

The two Interventions presented in this call are part of Rochford District Councils UKSPF Investment plan, which was informed through local consultation - (see the visual below). The Council can only use UKSPF to fund projects that support these Interventions. You will need to deliver and evidence UKSPF selected outputs and outcomes for each Intervention selected.

Communities and Place	Communities and Place
 <p>E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs</p>	 <p>E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer</p>

Examples of what a project **might** look like

<ul style="list-style-type: none"> Public realm improvements eg street art, street furniture Regenerating a town square/high street Delivery of participatory programmes for community spaces, and public libraries 	<ul style="list-style-type: none"> The development, restoration or refurbishment of local natural, cultural and heritage assets/sites delivery of outreach, engagement and participatory programmes for local assets/sites.
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Grant funding Calls

Call 1 for **Interventions E1 and E4** is now open for project delivery between May 2023 and March 2024. Applications are requested for grant values between £5,000 and £15,000. Mandatory draft applications are required by **9th May 2023** to allow for feedback. The final application date is **19th May 2023**.

- All applicants will be notified of panel decisions 1st June 2023
- Grant Funding commences 1st June 2023 (at own risk until grant agreement signed)
- Funding agreements to be signed and returned latest, 15th June 2023

Funding available for projects delivered between June 2023 and March 2024

Investment Priority	Intervention	Capital 23/24	Revenue 23/24
Communities and Place	E1: Funding for improvements to town centres and high streets, including better accessibility for disabled people, including capital spend and running costs	£4,532	£27,157
Communities and Place	E4: Enhanced support for existing cultural, historic and heritage institutions that make up the local cultural heritage offer	£9,200	£54,177

These amounts are provisional and may change subject to the incorporation of any underspend from 2022/23. The Council reserves the right to make reasonable adjustments to these allocations, including to the capital-revenue split, within overall parameters set by UK Government. The Council further reserves the right to not distribute the full allocations specified above should insufficient quality applications be received.

We would recommend you read about the fund in more detail:

[UKSPF Prospectus](#) – an outline of the funding

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\)](#)

Who can apply?

Any organisation with legal status can receive funding to deliver a UKSPF Intervention. This may include local authorities, public sector organisations, arms-length bodies of government, higher and further education institutions, private sector companies, voluntary organisations and registered charities. Applications from individuals cannot be accepted.

If you are delivering a project as a partnership only the lead partner should be listed as the applicant.

How much can I apply for?

For this round you can apply for a grant between £5000 and £15,000. Please note the split available in total between capital and revenue and apply accordingly.

Please note that 50% of your award will be paid once your funding agreement is signed and 50% three weeks before the end of your project.

What can be funded?

Your project must support at least one UKSPF Intervention, and for each intervention at least one output and one outcome. In addition, projects will be expected to demonstrate that they align with key elements of the [Rochford Business Plan, 2020-2023](#) and / or the [Economic Growth Strategy](#)

In the tables below we have outlined for your information the UKSPF outputs and outcomes, and targets for 2023-2024. Remember outputs and outcomes need to link to the funding and your project, and you will need to include them as part of your project proposal.

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
Output	Amount of public realm created or improved (measure in m ²)
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
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

We strongly recommend that you look at the two documents below to make sure you understand what is meant by each UKSPF Intervention and the definitions and evidence need to support outputs and outcomes.

[UK Shared Prosperity Fund: Interventions, Objectives, Outcomes and Outputs – England](#)

[UK Shared Prosperity Fund: outputs and outcomes definitions \(2\)](#)

What UKSPF cannot fund:

- paid for lobbying, entertaining, petitioning or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, government or political activity including the receipt of UKSPF funding; or attempting to influence legislative or regulatory action
- payments for activities of a party political or exclusively religious nature
- VAT reclaimable from HMRC
- gifts, or payments for gifts or donations
- statutory fines, criminal fines or penalties
- payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- payments made in cash
- contingencies and contingent liabilities
- dividends
- bad debts, costs resulting from the deferral of payments to creditors, or winding up a company
- expenses in respect of litigation, unfair dismissal or other compensation
- costs incurred by individuals in setting up and contributing towards private pension schemes
- more than one bid per applicant
- retrospective bids, i.e. where work has already commenced prior to funding award
- hospitality and catering (but volunteer refreshments are eligible)

- organisation running costs unless these are directly related to the project delivery and ongoing costs incurred post project completion e.g. maintenance of equipment or licences/subscriptions
- exclusively religious or political activity
- funding for projects delivered outside Rochford District

How we will assess your project

Each application will be scored against the information provided in the application form and the criteria set out in the Scoring Matrix. It is anticipated that in the first full year of the grant we may get a higher number of applications than funding. In this instance selection will be based on highest scoring projects.

How to apply

Call 1 for Interventions E1 and E4 for project delivery between June 2023 and March 2024 will open on the 20th April 2023. Applications can be for grant values between £5,000 and £15,000. Mandatory draft applications are required by **9th May 2023** to allow for feedback. The final application date is **19th May 2023**.

Step 1: Check to see that your project fits the intervention selected and that you are able to deliver at least one output or outcome for each intervention you have selected. Please also make sure you will have the capacity to manage the evidence and reporting required.

Step 2 Complete the online application form using the guidance provided below. If you require any additional advice or support relating to the completion of the form or the application process, please contact: ukspf@rochford.gov.uk

Guidance on completing the application form

Question 2 – Your Project

We suggest that you fill in this section last!

By working through the other questions, including your budget, you will already have started to think about the outputs and outcomes you will need to deliver. Planning the project to ensure you deliver and spend each financial year is critical, as government may not allow any unspent funds to roll over. This project outline needs to bring all of these points together.

As you describe your project make sure your project outline includes information about how you are delivering and when (your milestones) and how this links to the numbers you have allocated to your output and outcomes.

PARTNERSHIPS: if you are looking to deliver your project as part of a partnership you will need to name the partners involved and as you describe your project delivery you need to indicate what roll each partner will play. The Lead Partner (the organisation making this application) will be responsible for all communications with RDC, reporting, and claims.

Question 3 – Local Priorities

In addition to the UKSPF criteria Rochford District Council would expect to see projects support local strategies. Please outline in your answer how your project will help deliver some or all of the priorities relevant to the interventions.

Examples of priorities from the Council's Business Plan and Economic Growth Strategy include:

- We will invest in the future of the district to stimulate growth and prosperity as well as attracting investors and visitors
- We will support residents, local businesses and organisations to create a district full of great life opportunities and choices, business growth and economic security
- We will maintain, protect and enhance our many green parks, playgrounds and open spaces; creating greater opportunities for leisure and cultural enjoyment
- We will work with partners to build community resilience and public safety.
- We will engage with communities to meet our priorities and shape the future of the district.
- We will inspire our communities to make a difference.
- We will support and invest in community level work which enables everyone to lead healthy, safe and fulfilling lives.
- We will work with partner organisations to tackle inequalities and enable more improvements in well-being to be delivered by communities.
- We will invest in town centres and other opportunity sites to create jobs, reduce deprivation and attract new businesses
- We will identify local skills gaps and work with local businesses to fill these skills gaps over time

- We will support the delivery of new innovative and flexible business spaces in our centres and employment estates
- We will support the delivery of green tourism initiatives including to better capture the economic potential of London Southend Airport within the local area

Question 4 – Local Need

It is important that you demonstrate your project meets local needs, and that in delivering it you have thought about how you will reach and engage with the individuals or groups you are supporting. If you don't have survey data to back up your case, the support of stakeholders or potential participants should be considered.

Question 5 – Equalities and Diversity

Please tell us how your organisation promotes equality, diversity and inclusion and how this will be embedded in your project. You should consider how you will avoid any exclusionary processes, and ensure harder-to-reach or unrepresented groups will benefit from your project.

Question 6 - Sustainability

We know not every project will have obvious links to sustainability, but you should consider the carbon / climate impacts of what it is you are looking to do and how these can be made more sustainable (e.g. reducing waste, ensuring any events can be accessed without driving etc.)

Question 7 - Legacy

We appreciate that this can be a difficult question to answer but we would like to understand if your project will continue to have a positive impact on the local community after your UKSPF funded work is over. You should consider the ability for your project to become self-sustaining or the likelihood of receiving further funding from other sources.

Question 8 - Risks

Please think about not only the risks in setting up and delivering the project within the community but also any budget and capacity risks, in meeting the required outputs and outcomes, providing regular reporting and staying within budget. And most importantly, please include some information on how you plan to deal with these risks.

Question 9 – Outputs and Outcomes

Please decide which outputs and outcomes are most relevant to the projects you have chosen. Please also outline how you will collect the information necessary to be able to evidence you have achieved these numbers. This can be very practical – such as taking pictures or asking people to sign in when they arrive to an event. If you choose an outcome that requires a change in numbers due to UKSPF activity, you will need to state how you will create the baseline from which you can measure

change. The Council may have some data to help you but the onus for monitoring will be on the project leads.

Question 10 - Administration

Here we are wanting to know how you will manage the administration side of running a project. Have you allowed time for this administration? Who will be responsible for monitoring your outputs / outcomes and collecting the evidence to support this? Do you have the experience to manage this?

Question 11 - Timelines

Please ensure that you fill in the 'Budgets and Timeline' excel spreadsheet in as much detail as possible. We are looking at how and when you will undertake the different actions needed to deliver your project – this could be setting up project systems, recruiting staff, running events, setting quarterly goals for outputs and outcomes to be achieved etc.

Please include in your timeline that you will have to provide financial and output/outcome evidence and reporting quarterly.

Question 12 – Budgets and Costs

Please ensure that you fill in the 'Budgets and Timeline' excel spreadsheet in as much detail as possible so that the grant panel understand your costs calculations and ensure that costs are eligible.

There will be one tab per intervention, respectively named Budget for E1 and Budget for E4. The 'Budget Summary' tab will automatically generate the figures you require to answer question 12.

In column B you will need to select, from a drop-down list, the budget line relevant to your expenditure. These are:

- **Staff Costs**: this is the time spent by one of your employees to deliver the UKSPF project. In the description box, you should include % Full Time Equivalent (FTE), hourly rate and role in the project. One line per member of staff. If your project is approved, the cost will need to be evidenced via hourly rate calculation, monthly timesheets and defrayal evidence.
- **Staff travel costs**: This is the budget line for costs linked to employees travelling to deliver the UKSPF project (E.g.: Mileage, bus or train tickets...). If your project is approved, you will need to evidence via expenses claim and defrayal evidence.
- **Applicant time if not an employee**: this is in the case of a sole trader/self-employed applicant: your time can be included under this budget line. Please note that, if approved, you will need to provide timesheets and ensure that the rate per hour is included in the description box.
We would expect payment for artists to be in line with guidance issued by the Artists' Union England, Rates of Pay Guidelines.

- Supplier of goods: This budget line is for costs such as craft supplies, banners, chairs...Please note that procurement requirements may apply. Those costs will need to be evidenced via receipt/invoice and defrayal evidence. Cash transactions are not eligible.
- Supplier of services: This is a cost linked to a service you require from an external provider. For instance, marketing, artists, sports coaches, tournament organiser, a painter...
This can also include volunteer travel costs that you pay for directly. Procurement rules apply.
- Volunteers' expenses: This includes costs for travel and subsistence that the volunteer pays for. To claim the cost of reimbursing the volunteers, you will need an expenses claim and evidence of a bank transfer. Cash reimbursements are not eligible.
- Small equipment: This is for instance a laptop, printer, mobile phone, tablet. Procurement rules apply.
- Capital costs: This is the budget line for refurbishment work, or equipment over £5000. For instance, a 3D printer, structural work on changing rooms, ...

Question 13 – Match Funding

In your answer, please make sure you provide information on whether match funding is available for your project, whether it is secured or in the process of being secured.

Please make sure that you state whether your UKSPF project can still be delivered even if the match funding isn't secured, e.g. when would be your cut off point?

Question 14 – Procurement

The UK Government expect all grant recipients to work within the UK public sector procurement rules. These are:

- For purchases up to £2499 you can make a direct award- ie you need to only have one quote
- For purchases of £2500-£24,999 you must have three quotes
- For purchases of service or goods £25000 and above you must undertake a tender, and this must include publishing the tender on Contracts Finder.

In this section you need to demonstrate that you understand this process, that you will ensure you have evidence of undertaking procurement and to describe how you will do this for each item of expenditure over £2499.

How to manage VAT

Please make sure you confirm if you are, or are not, VAT registered.

If the applicant is **VAT registered** please exclude VAT from the budget and any claims, as UKSPF will not pay recoverable VAT.

If the applicant **is not VAT registered** the grant will be inclusive of all costs, including VAT, that you pay on goods and services. Therefore, applicants that are not VAT registered should include VAT in the budget costs.

Signing your application

Please make sure you date and sign your application. An electronic signature is acceptable.

Permissions, Licenses and Safeguarding

For all bids received, it is the applicant's responsibility to ensure that all required permissions, licenses, and insurances are in place prior to beginning your project and that adequate, health, safety, safeguarding protocols and risk assessments are in place, as necessary.

What do I need to send in with my application form?

When making your application please attach the following documents to your form:

- Completed excel 'Budget and Timeline' template – mandatory
- If you are not a registered organisation, please provide a copy of your governing document – mandatory
- Any required permission or licences – mandatory
- Safeguarding Statement or policy- if applicable to Intervention, mandatory

If your grant is approved, you will need to provide as part of your funding agreement:

- risk assessment or insurances
- bank details matching the organisation applying for the grant