**UK Shared Prosperity Fund (UKSPF)
Rochford District Events Grant Programme 2025-2026**



**Application checklist**

* Budget and milestones spreadsheet
* Public liability insurance (and other relevant insurance documents)
* Constitution or terms of reference (if applicable)
* Safeguarding policy (if working with young people)
* Any supporting evidence you have for your application, such as evidence of community need, relevant permissions, plans, photos, letters of support etc.

**Full application form – summary of questions**

* About your organisation
* Name of organisation
* Type of organisation
* Company, Charity or Unique Tax Reference number
* VAT reg number if applicable
* Address, postcode
* Lead contact name, position, email and phone number.

**Your Proposal**

**Project title**

* Start date, end date (between 1 August 2025 and 31 March 2026)
* Please tell us the total cost of your project (please note this grant scheme cannot pay for VAT)
* How much are you applying for in capital? How much are you applying for in revenue?
* Please tell us how you will match funds (and provide evidence, if required). Please note that volunteer hours are rated at £15 per hour for this scheme.

**Describe your project. Tell us where your event/s 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 the UKSPF ‘Thriving Places’ theme and the council’s Culture and Visitor Economy strategy. (maximum 10,000 characters, including spaces)**

Here you should provide a detailed description of your project, what you want to do, how and why, clearly outlining why it fits with UKSPF and the council’s priorities around supporting culture and the visitor economy. If you have delivered a similar event previously, please be clear about how your project is a new or different phase.

**How do you know that the community needs or wants this event? 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)**

We would expect all events to be developed with, and shaped by, communities or project beneficiaries. Tell us in detail who you have consulted and how they have helped to codesign your project.

**The UK Government and Rochford District Council are committed to equality, diversity and inclusion in all their work and funding. How does your approach and project support this? (max 3,000 characters, including spaces)**

Please tell us how you are engaging and including a diverse range of people in your project.

**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)**

We expect all applicants to consider the environmental impact of their project. Please tell us about the steps you are taking to minimise your carbon footprint and environmental impact.

**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)**

We are looking for projects that have a long-lasting impact on participants, communities and places. Please tell us how you will ensure that your event has a strong legacy or that it can continue to be delivered once UKSPF funding has been used.

**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)**

Here you should outline the key risks and challenges you might encounter when delivering your project, detailing how will you ensure that you mitigate these as much as possible.

**How many events will be delivered throughout your project? (maximum 5000 characters, including spaces)**

Please let us know if your event is a one-time event or if you are planning to hold a series of events.

**What impact will your project have on the visitor economy? How will you measure the footfall and/or financial outcomes of your project on the local economy? (maximum 5000 characters, including spaces)**

Please forecast any figures on anticipated attendance numbers and/or expected spend with local businesses.

**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? (maximum 5000 characters, including spaces)**

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

**Please upload your completed budget and milestones template**

Use the upload tab to upload your spreadsheet.

**Please describe the process you will follow to procure external goods and services costing over £2,500. Please upload evidence to this form i.e quotes (max 2,000 characters, including spaces)**

Here we need to see that you have understood UK Public Procurement rules as detailed in this guidance. Please upload evidence that you will be adhering to procurement rules.

**Please upload your valid Public Liability Insurance certificate and any other relevant insurances**

Use the upload tab to upload your insurance certificates.

**If you are working with vulnerable people, including children and young people, please upload your Safeguarding Policy/ Statement.**

Use the upload tab to upload your policy/ statement.

**If applicable, please upload your organisation’s constitution or terms of reference.**

Use the upload tab to upload your constitution or terms of reference.

**Please upload any other evidence you wish to submit. This should include evidence of community need, relevant permissions, plans, photos, letters of support etc.**

Use the tabs to upload up to 3 additional documents. Additional documents above the upload limit can be emailed directly to ukspf@rochford.gov.uk Please reference your application number.