UK Shared Prosperity Fund (UKSPF)

Information on the 2023/2025 Grant Programme

26th July 2023

What we will be covering today:

- Introductions

- Background to Castle Point UKSPF funding and grant programme

- Timeline for grant applications

- The application form and your project

- Next steps

Background to Castle Point UKSPF funding and this grant programme:

- Every local authority has been allocated a sum from the UK Shared Prosperity Fund (UKSPF)

- UKSPF is part of the Government's Levelling up agenda and aims 'to build pride in place and increase life chances across the UK'

- The Government has announced 3 investment priorities – Communities and Place, Supporting Local Business, People and Skills. Each has a range of 'interventions' defined under them

- CPBC was required to prepare and submit an Investment Plan identifying which priorities and interventions it wanted to use its UKSPF allocation for

- CPBC has been allocated £1m from UKSPF across three financial years, which is heavily backloaded as shown by the split below.

Year 1 (2022/23): £79,307   **Year 2 (2023/24): £158,614**   **Year 3 (2024/25): £762,079**

Background to the Grant Programme

- CPBC selected ten Interventions. This call is for E11: Investment in capacity building/infrastructure support for local civil society and community groups

- CPBC has opted to make all of the E11 Intervention funds, (£104,000) available for grants to organisations to deliver projects

- The total value of funding available per intervention for the 2023-24 and 2024-25 grant programme is:

Investment Priority	Intervention	Capital 23/24	Revenue 23/24	Capital 24/25	Revenue 24/25
E11		£6240	£18720	£20800	£58240
	Total Capital grants - £27040				
	Total Revenue grants - £76960				

We would strongly 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)

Timeline for this grant programme

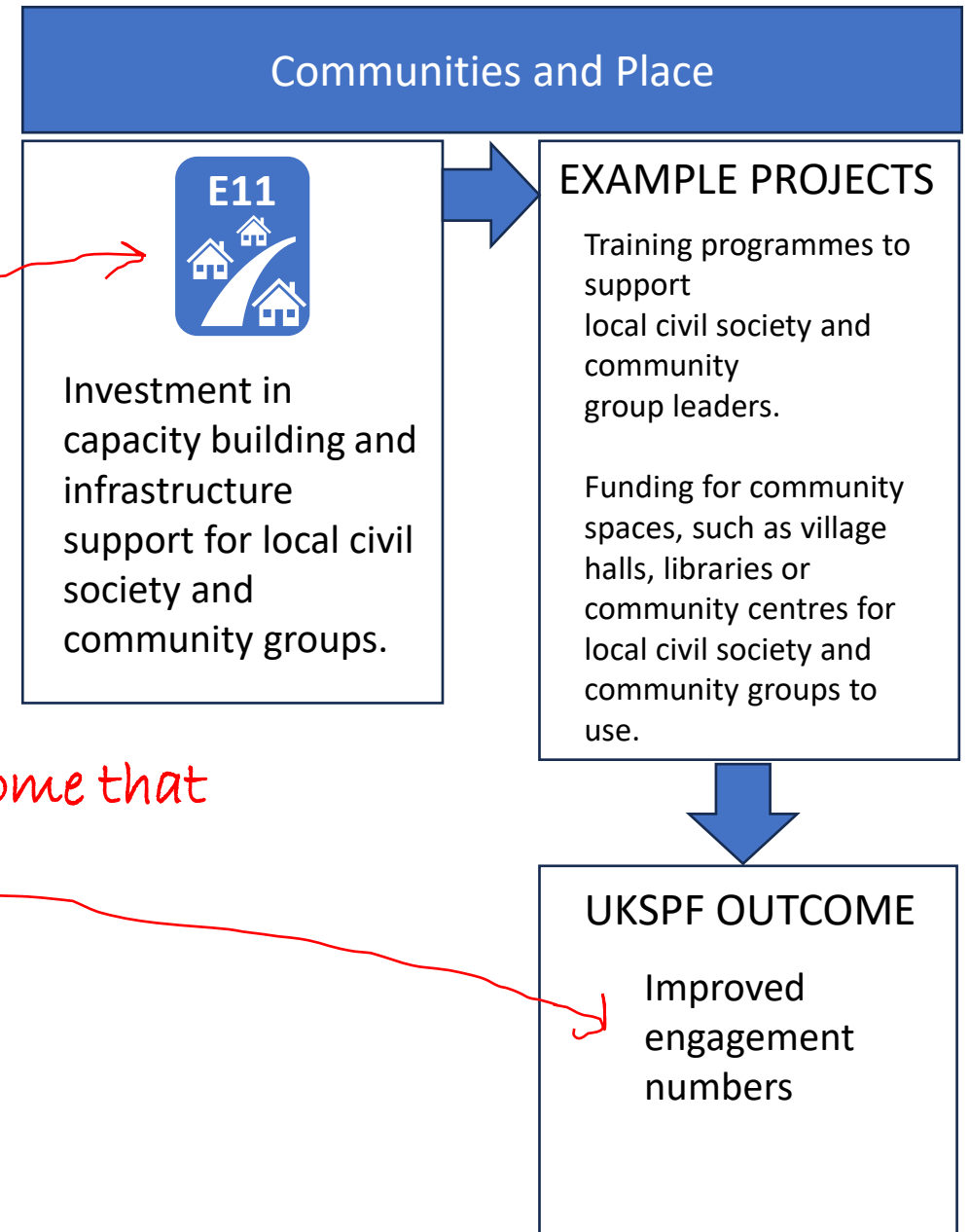| UKSPF Grant Programme Timeline	
Post-event RDC website page goes live – including info on UKSPF, Year 2 grant programme/funding and links to application form, budget and timeline spreadsheet, guidance, FAQs, presentation powerpoint and short 'about the fund and how to apply' video	Paperwork and video live 26th July 2023
Questions by email and continual updating of FAQs	Until 18th August 2023
Grant scheme opens for applications	26th July 2023
Draft application submitted for technical review (mandatory)	11th September 2023 (midday)
All feedback on drafts returned to applicants	19th September 2023 – Noon
Final Applications to be received by CPBC	**27th September 2023**
Grant panel meeting	11th October 2023
Letters of rejection, revision or award	13th October 2023
Possible project start date (at applicant own risk)	16th October 2023
Funding agreement in place	By 31st October 2023

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Is the UKSPF fund right for you and your project?

Is your project covered by the fund?

Can your project deliver the outcome that government is looking for.

You need to be able to meet this outcome AND provide evidence you have done this.

Communities and Place

E11

Investment in capacity building and infrastructure support for local civil society and community groups.

EXAMPLE PROJECTS

Training programmes to support local civil society and community group leaders.

Funding for community spaces, such as village halls, libraries or community centres for local civil society and community groups to use.

UKSPF OUTCOME

Improved engagement numbers

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Developing your UKSPF project:

- You need to apply as an organisation – the funding is not open to individuals

- Your organisation does not need to be based in Castle Point but the project must deliver in Castle Point Borough area.

- The Castle Point 2023/25 UKSPF grant programme will provide between £2500 - £7500 of grant per project. You need to provide 25% match funds, but you can, of course, increase the value of your project with other funding.

- **We will be offering applicants support** through:
  - answers to your emailed questions; with all Q&As added to the FAQ sheet published on the Castle Point UKSPF webpage.
  - the mandatory and independent review of your draft application which offers you with feedback before you submit your final version to the UKSPF grant panel.

- Your final application will be reviewed by a Grant Panel drawn from the Castle Point Place Partnership and other stakeholders.

Application Form – Responding to Each Question

The guidance document will provide detailed support in responding to each question.

2. Describe your project. 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 E11. (maximum 600 words)

Think especially about how the outcome will be delivered. Explain when, how many and how they are embedded in your delivery.

3. Please outline how your project supports and will help to deliver the local priorities outlined in the guidance (including the Council Business Plan and/or Economic Growth Strategy) (250 words maximum)

Economy and Growth	People	Place	Environment
Productivity	Community	Homes	Natural and Historic Assets
Business Growth	Health and Wellbeing	Infrastructure	Clean and Green
Work and Prosperity	Vulnerable People		Reducing Waste
Skills	Young and Elderly	Getting Around	Climate Change

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 maximum)

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 argument , a quote from a major stakeholder or potential participant would be an option to consider.

5. The UK Government and Castle Point Borough Council are committed to equality and diversity in all their work and funding. How will your project support equality and diversity? (250 words maximum)

Please tell us how your organisation promotes equality, diversity and inclusion and how this will be embedded in your project; how will you communicate this?

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6. How will your project operate sustainably, including minimising the impact on the environment, avoiding waste, or reducing carbon emissions? (250 words maximum)

Here we are hoping you can outline not only your own operations (including the way in which you will run the project) but also about your engagement with communities

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? (200 words maximum)

We appreciate that this is 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.

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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 maximum)

Please think about not only the risks in setting up and delivering the project within the community but also in managing annual budget limits, meeting outputs and outcomes and regular reporting. And most importantly - please highlight the mitigation you are putting in place to limit the impact of the risks.

Monitoring and measurement

9. What numbers of outcomes will your project achieve? – please add a number.

Intervention E11: Investment in capacity building and infrastructure support for local civil society and community groups.			
Type	Description	Number	How will you collect and evidence the data?
Outcome	Improved engagement numbers (Oct 2023-March 2024)		
Outcome	Improved engagement numbers (April 2024-March 2025)		

10. 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?

11. Please complete the excel based Timeline spreadsheet. The timeline appears on the first tab in the Budget and Timeline spreadsheet. If you have any additional comments you would like to make on your timeline please add

Please provide a list of activities that you will be implementing and details of when it will be delivered.

Add lines as required, Activities could be recruitment of staff, match funding secured, delivery of events, numbr of outcomes delivered, training…

	10/23 to 12/23	01/24 to 03/24	04/24 to 06/24	07/24 to 09/24	10/24 to 12/24	01/24 to 03/25
Project Set up						
Delivery of '…..'						
Delivery of '…..'						
Delivery of '…..'						

Your Budget

12. Please complete both budget tabs on the excel Template. And then use summarised information below:

	£
Total Costs	Click or tap here to enter text.
Revenue Costs	Click or tap here to enter text.
Capital Costs	Click or tap here to enter text.

If you are using the UKSPF grant to match to a much larger project please provide the total value of this project.

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UKSPF Budget Planner (Application form Question 12)

Please use this spreadsheet to create your detailed budget and the Grant request and match funding t
are applying for. Do not write in grey cells
Version1 10.7.23

Budget For E11

Please select Budget line by using drop down list	Description of expenditure: STAFF: use a new line for each member of your team , include their job title, number of hours per month or % Full Time Equivalent. For all other items please provide clear, detailed descriptions and calculation methodology	Quarterly Expenditure			
		10/23 to 12/23	01/24 to 03/24	04/24 to 06/24	07/24 t

Staff Costs (employee of the applicant)
Staff travel costs
Applicant time if not an employee (E.g.: artist, coach,..)
Supplier of goods
Supplier of services
Volunteer expenses (E.g.: travel costs reimbursed to volunteers)
Small equipment (under £10000)
Capital costs (E.g.: refurbishment, equipment over £10000...)

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- 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.
- 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…).
- 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.
- Supplier of goods: This budget line is for costs such as craft supplies, banners, chairs…
- 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…
- Volunteers' expenses: This includes costs for travel and subsistence that the volunteer pays for. Small equipment: This is for instance a laptop, printer, mobile phone, tablet.
- Capital costs: This is the budget line for refurbishment work, or equipment over £10000. For instance, a 3D printer, structural work on changing rooms, …

The table below is automatically calculated after you fill in the "Budget for E11" tab.
You can use this information to fill in Question 12 in the main application form

	Total	Total project cost
E11 - Revenue	£0.00	£0.00
E11 - Capital	£0.00	
Total	£0.00	

Pease indicate below how much UKSPF funding you are requesting and how much match funding you will secure to implement your project. Please note there is a 25% minimum requirement of match funding for both revenue and capital projects.

	Amount	%
UKSPF grant requested by applicant		#DIV/0!
Match funding provided by applicant		#DIV/0!
	£0.00	#DIV/0!

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13. Please provide details of your match funding sources and amount. Please confirm what stage you are at (e.g. applied for, confirmed) and date you expect to be secured.

In addition, please indicate if the UKSPF funding is going to be used to match fund a bigger project and provide details. (75 words max)

For instance, your answer could look as follow:

Big Lottery Fund : application submitted in March 2023, awaiting outcome by end of September 2023.   Grant requested: £2500

Community Grant: Funding approved in August 2023 : £1000

The UKSPF funding will not be used to fund a bigger project.

14. What process will you follow to procure external goods and services? In addition, please describe your procurement for items adding to £2500 or over.

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- i.e. you need to only have one quote
• For purchases of £2,500-£24,999 you must get quotes from at least three different suppliers
• For purchases of service or goods £25,000 and above you must undertake a tender, and this must include publishing the tender on Contracts Finder at https://www.gov.uk/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 £2,499.

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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.

Next Steps 1

- The Council will launch the grant webpage and relevant documents on the 26th July 2023: www.Castlepoint.gov.uk/ukspf

- This will include links to the application form, guidance and information document, budget and timeline excel spreadsheet and a short video of the key points highlighted in this presentation.

- There will also be an FAQ sheet with links to key UKSPF documents.

Please email **ukspf@castlepoint.gov.uk** or call **01268 882200** with any queries or accessibility adjustments you require

Next Steps 2

- Work on your application and make sure you send in your draft (this is mandatory) for technical feedback – latest **11 September 2023 (midday)**

- Send in your final submission **– latest 27th September 2023 (midday)**

- There will then be a two stage scoring process – firstly to make sure all UKSPF mandatory requirements have been met – i.e. the applicant is an organisation, that your application supports the intervention, it delivers outputs and outcomes and that you meet financial thresholds. All questions will then be scored and these will be taken to our UKSPF grant panel for review, discussion and awards.

- You will be notified of the outcome of your application on **13th October 2023**. Some successful applicants may be approved with conditions that must be met before funding is awarded.

- Grant funding agreements signed by **31st October 2023** and delivery to start from **1st November 2023 (it may be possible to start project from 16th October 2023 but at applicant own risk)**

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