

# UK Shared Prosperity Fund (UKSPF)

## Information and Guidance Notes

November 2023

### What is covered in this guide?

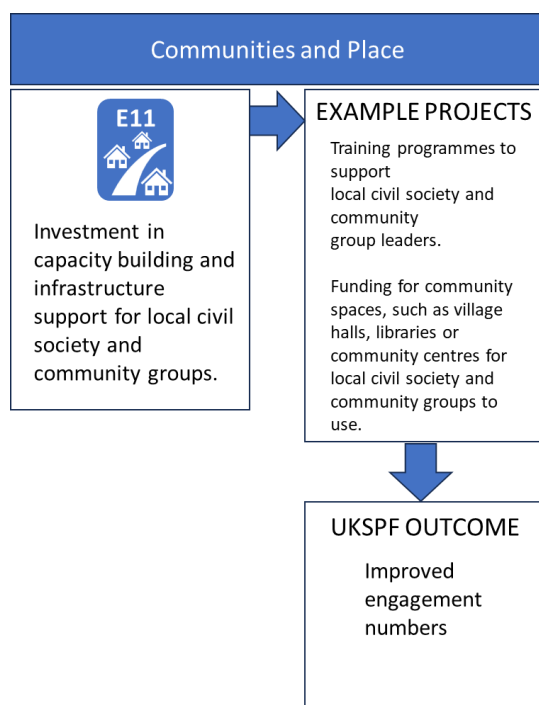
#### Contents

About UKSPF .....	2
Grant funding Calls.....	2
Who can apply? .....	3
How much can I apply for? .....	3
What can be funded? .....	3
What UKSPF cannot fund: .....	4
How we will assess your project.....	4
How to apply .....	4
Guidance on completing the application form .....	5
Question 2.....	5
Question 3.....	5
Question 4.....	6
Question 5.....	6
Question 6.....	6
Question 7.....	6
Question 8.....	6
Question 9.....	6
Question 10.....	6
Question 11.....	6
Question 12.....	7
Question 13.....	8
Question 14.....	8
How to manage VAT .....	8
Signing your application .....	8
Permissions, Licenses and Safeguarding .....	8
What do I need to send in with my application form? .....	9

## 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'. Castle Point Borough Council has been awarded £1m of funding to be spent between Dec 2021 and March 2025. Government has allocated funding on a yearly basis, and it includes both capital and revenue spend.

The Intervention, E11, presented in this call is part of Castle Point Borough Councils UKSPF Investment plan, which was informed through local consultation - (see the visual below). You will need to deliver and evidence the UKSPF selected outcome for the Intervention as part of your project.



## Grant funding Calls

**Call 2 for Interventions E11** is now open for project delivery between October and March 2025. Applications are requested for grant values between £2,500 and £5,000 for revenue only grants and up to £7500 for capital or capital and revenue. All approved projects will need to provide a minimum of 25% of match funding. Mandatory draft applications are required by **13 November 2023 (midday)** to allow for feedback. The final application date is **midday 1 December 2023**.

We will prioritise applicants looking to spend during Jan-Mar 2024 and we will notify them of panel decisions on 15<sup>th</sup> December 2023. For organisations looking at April 2024-March 2025 only funded projects we may notify of award and provide contracts after Christmas.

Grant Funding commences **at date of notification of grant award** (at own risk until grant agreement signed)

Funding agreements to be signed and returned latest, **31<sup>st</sup> December 2023 (project including Jan-Mar 24 project spend) and by 31<sup>st</sup> January 2024 for all other projects.**

Funding available for projects delivered between January 2024 and March 2025:

Investment Priority	Intervention	2023/24 Revenue	2023/24 Capital	2024/25 Revenue	2024/25 Capital
Communities and Place	E11	£ 5,000	£0	£48,0000	£20,000

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, SMEs (if project not solely for own business benefit), 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:

- Revenue only applications: £2500 and £5000
- Capital only or Capital and Revenue applications: £2500 and £7,500

For each project a minimum of 25% match is required. 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 the UKSPF Intervention E11, and when you design your project it must also deliver the UKSPF outcome. In addition, projects will be expected to demonstrate that they align with key elements of the [Castle Point Corporate Plan 2021-24](#)

### 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 Castle Point.

### 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. If we get a higher number of applications than funding the selection will be based on highest scoring projects.

### How to apply

**Call 2 for Intervention E11** for project delivery between January 2024 and March 2025 will open in early November 2023. Applications must be made on the Castle Point application form (word document) and separate budget and timeline spreadsheet (excel). Both are available to download at [www.castlepoint.gov.uk/ukspf](http://www.castlepoint.gov.uk/ukspf).

**Step 1:** Check to see that your project fits the Intervention selected in the call and that you are able to deliver outcome. Please also make sure you will have the capacity to manage the evidence and reporting required.

**Step 2** Complete the application form and budget spreadsheet 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@castlepoint.gov.uk](mailto:ukspf@castlepoint.gov.uk)

## Guidance on completing the application form

### Question2

**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 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.

### Question 3

In addition to the UKSPF criteria Castle Point Borough Council would expect to see projects support local priorities and objectives in the Corporate Plan (see graphic below). To help you answer this question we have pulled together the key actions. Please outline in your answer how your project will help deliver some or all of the targets relevant to the Intervention you have selected.

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	Getting Around	Reducing Waste
Skills	Young and Elderly		Climate Change

#### **Question 4**

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.

#### **Question 5**

Please tell us how your organisation promotes equality, diversity and inclusion and how this will be embedded in your project.

#### **Question 6**

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

#### **Question 7**

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.

#### **Question 8**

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 outcomes and regular reporting. And most importantly – please highlight the mitigation you are putting in place to limit the impact of the risks.

#### **Question 9**

Using the guidance provided by UKSPF please add numbers to the outcome, both for this financial and next financial year (if your project will run past 31<sup>st</sup> March 2024). 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 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 before you start the project, and from which you can measure change.

#### **Question 10**

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 qtrly goals for outcomes to be achieved etc

#### **Question 11**

Please put down your key milestones in the timeline tab provided in the separate excel sheet 'Budget and Timeline'.

Here we are wanting to know how you will manage the project administration. Have you planned in time for the work? Who will be responsible for collecting all the information for outcomes and the evidence to support this? Who will be responsible for any claims or reporting. Do you have the experience to manage this?

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

If you have any comments you would like to make please add them to Q11 in the application form.

## Question 12

Please ensure that you fill in the Budget Template (excel) in as much detail as possible so that the grant panel understand your costs calculations and ensure that costs are eligible.

You will need to fill in Budget tab E11 and the Grant Request and Match Funding tab. Grey cells on the spreadsheet should not be filled in. They will automatically generate the figures.

In column A 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 £10000. For instance, a 3D printer, structural work on changing rooms, ...

### Question 13

In your answer, please make sure you provide information on your match funding. The panel want to understand how whether your match funding is secured or in the process of being secured.

If your project is approved, you must be able to evidence that match funding is secured before the signing of the funding agreement.

The council reserves the right to withdraw the funding offer if the match funding is not secured.

### Question 14

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?

Return your application to [ukspf@castlepoint.gov.uk](mailto:ukspf@castlepoint.gov.uk)

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

- Completed Budget and Timeline template (excel) – 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
- evidence of secured match funding