Brentwood UKSPF

(UK Shared Prosperity Fund)

BRENTWOOD BOROUGH COUNCIL

Grant applicant workshop

23 February 2023, 10.30am-12pm

Microsoft Teams

HM Government

LEVELLING UP

What we will be covering today:

- Introductions
- Background to Brentwood UKSPF funding and this grant programme
- Timeline for grant applications
- The application form and your project
- Next steps

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Background to Brentwood UKSPF funding and this grant programme:

- Part of the Government's Levelling up agenda- ‘to build pride in place and increase life chances across the UK’
- 3 Investment priorities – Communities and Place, Supporting Local Business, People and Skills
- Brentwood’s full allocation across all priorities:

  Year 1(22/23): £51,259 Year 2(23/24): £102,527 Year 3(24/25): £846,214

“Competition for projects is the default position for selecting recipients of public grants”.

- The total value of funding available per intervention for this grant programme is:

Intervention	Capital 23/24	Revenue 23/24
E6: Local arts, cultural, heritage & creative activities	£4,265	£25,261
E10: Local sports facilities, tournaments, teams & leagues	£4,265	£25,262

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)

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Timeline for this grant programme

Applicant workshop (Interventions E6 and E10)	23/2/23
Scheme opens for applications: Application form/ budget template/ guidance and scoring guidance available online (paper versions on request)	27/2/23
Draft application submitted for technical review (mandatory)	20/3/23
UKSPF Applications to be submitted	10/4/23 - 12.00 noon
Technical scoring of projects	10/4/23 – 25/4/23
Perform due diligence and counter fraud checks	Simultaneous with technical scoring
Qualitative assessments from Grant Panel members completed	5/5/23
Grant panel meeting	w/c 8/5/23
Letters of rejection, revision or award	w/c 22/5/23
Funding agreement in place	by 31/5/23
Project delivery begins	1/6/23

Is the UKSPF fund right for you and your project?

Is your project covered by the fund?

Investment Priority: Communities and Place

Intervention E6: Support for local arts, cultural, heritage and creative activities.

Intervention E10: Funding for local sports facilities, tournaments, teams and leagues; to bring people together

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

- makers spaces
- Cultural, heritage and creative events
- Funding for local galleries, museums, libraries

Yes ☐

- Renovation or maintenance of existing facilities
- Community sports leagues
- Creation of new facilities

Yes ☐

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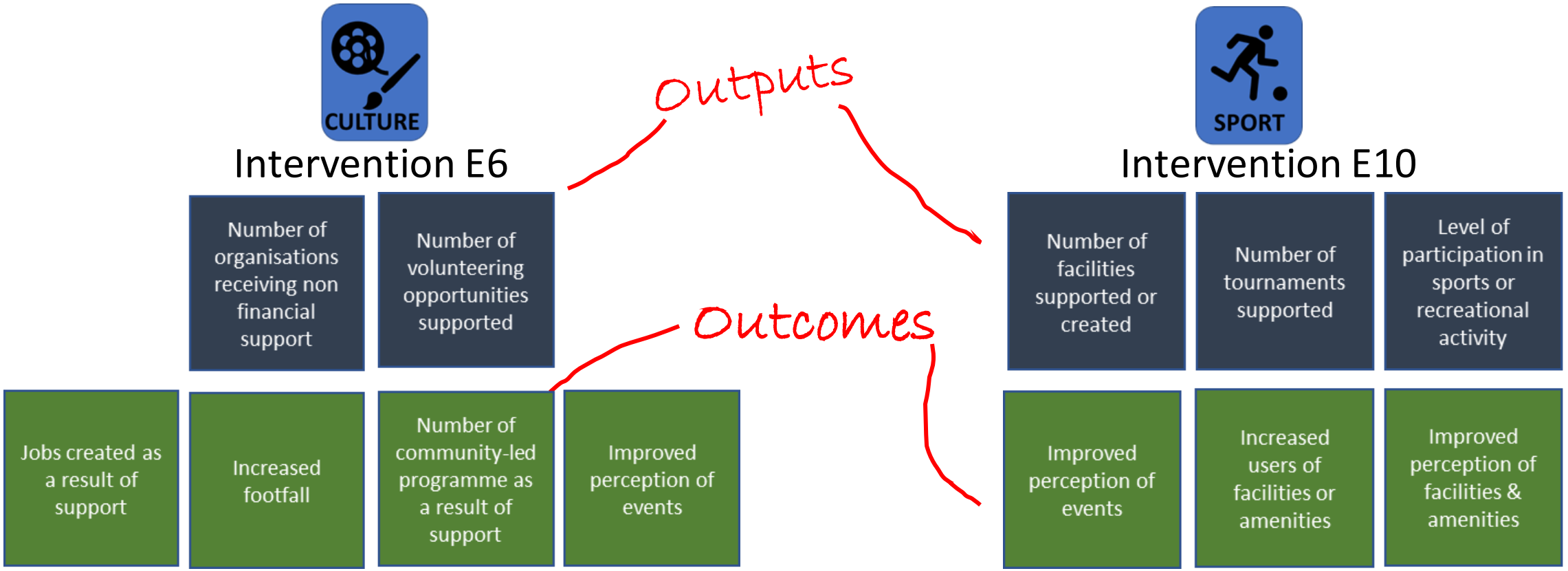
Can your project deliver the outputs and outcomes that government is looking for (in addition to your goals)?

You need to be able to meet at least one output and one outcome for the theme you have selected AND provide evidence you have done this.



Developing your UKSPF project:

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

The Brentwood 23/24 UKSPF funding will provide between £5,000 - £10,000 of grant per project. You can, of course, increase the value of your project with other funding.

We will be offering support for anyone wanting help to complete the application form. This includes an independent review of your application that will give you feedback before you send it to the UKSPF grant panel.

Your application will be reviewed by a Grant Panel comprised of representatives from Brentwood Borough Council and external local stakeholders.

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Creating an account saves you time with auto-completion of your contact information when completing forms and gives you the ability to view a history of your submitted service requests and applications.

Having an account also allows you to save forms that you're working on and securely access them later.

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UKSPF E6 and E10 grant application 2023-2024

Before you begin

Use this service to apply for a UKSPF E6 and E10 grant. For further information, please visit our website (opens in new tab).

Please read the guidance notes carefully before completing this form and refer to the scoring matrix. Links will open in a new tab.

What you will need:

- A completed Budget and Timeline template (opens in new tab) spreadsheet
- Details of the proposal, project, and funding required

This application allows you to save your progress so you can return to it later. You must have an account and be logged in to do this.

Once logged in, you'll see a 'Save' button at the bottom of this form. This will send you an email notification from 'noreply@brentwood.gov.uk' with a link to continue your form. You can also continue your saved form through MyRequests.

Project Proposal

Guidance and information is available to help you with 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(s) E6 and/ or E10. (maximum 5000 character: online form has auto calculator)

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

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3. Please outline how your project supports and will help to deliver the local priorities outlined in the guidance. (maximum 5000 character: online form has auto calculator)

Relevant to intervention E6:

- Improving access to high quality, inclusive arts activities and experiences
- Supporting the development and growth of existing creative assets and people
- Supporting creative skills development opportunities for young people
- Supporting opportunities for creative collaboration
- Improving the health and wellbeing of individuals and communities through arts and culture

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Relevant to intervention E10:

- Improved community and sports facilities
- Increased usage of existing community facilities
- Increase in membership of targeted sports clubs receiving funding
- Introduction of a new competition demonstrating new increased levels of participation.
- Opening/trialling a new targeted section of the club/activity to provide additional opportunities and access
- Combatting anti-social behaviour/positive youth engagement
- Increasing participation in the following target groups:
    - People with long term conditions such as diabetes, dementia, MS
    - Older people (55 +)
    - Women and girls (especially in wards with higher levels of deprivation)

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 identify the need and shape the project delivery? (maximum 1500 character: online form has auto calculator)

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5. The UK Government and Brentwood Borough Council are committed to equality and diversity in all their work and funding. How does your approach and project support this?

6. How will your project operate sustainably: including minimalizing environmental impact and carbon emissions as part of the project itself, or its delivery?

7. 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?

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?

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Monitoring and measurement

9. What numbers of outputs and outcomes will your project achieve? – please add a number to at least one output and one outcome in the theme that you are supporting.

Intervention E6: Local arts, cultural, heritage & creative activities			
Type	Description	No.	How will you collect and evidence the data?
Output	Number of organisations receiving non-financial support (numerical value)		
Output	Number of volunteering opportunities supported (numerical value)		
Outcome	Jobs created as a result of support (FTE)		
Outcome	Increased footfall (% increase)		
Outcome	Number of community-led arts, cultural, heritage and creative programmes as a result of support (numerical value)		
Outcome	Improved perception of events (% increase)		

Intervention E10: Local sports facilities, tournaments, teams & leagues			
Type	Description	No.	How will you collect and evidence the data?
Output	Number of facilities supported/created (numerical value)		
Output	Number of tournaments supported		
Output	Levels of participation in sports and recreational activities at facilities that have benefitted from funding (based on registered players/teams) (% increase)		
Outcome	Improved perception of facilities/amenities (% increase)		
Outcome	Increased users of facilities/amenities (% increase)		
Outcome	Improved perception of events (% increase)		

UKSPF E6 and E10 grant application 2023-2024

Monitoring and measurement - Intervention E6

The UKSPF fund requires you to also deliver specific outputs and outcomes. Which ones will you deliver, how many, and how will you collect the data and evidence needed to confirm that you have delivered them?

Number of organisations receiving non-financial support

How will you collect and evidence this data?

Number of volunteering opportunities supported

How will you collect and evidence this data?

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. What are the key milestones for your project? Please complete the relevant tab on the spreadsheet template provided and upload as an attachment to this form here.

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, delivery of events, outputs and outcomes delivery, training…

	Jun-23	07/23 to 09/23	10/23 to 12/23	01/24 to 03/24
Project Set up				
Delivery of '…..'				
Delivery of '…..'				
Delivery of '…..'				
Quarterly financial and target reporting		12/10/2023	15/01/2024	08/04/2024

Your Budget

12. Please complete the more detailed spreadsheet template that is provided as a separate document first. This will generate the figures you need to input into the table below.

How much UKSPF capital funding are you requesting under E6?	
How much UKSPF revenue funding are you requesting under E6?	
How much UKSPF capital funding are you requesting under E10?	
How much UKSPF revenue funding are you requesting under E10?	

Please upload your completed budget template as an attachment here.

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UKSPF Budget Planner (Application form Question 12)

(please use this spreadsheet to create your detailed budget and the su

Version 4 6.02.23

Budget For E6

		2023/24 Quarterly Expenditu		
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 week. For all other items please provide clear, detailed descriptions and calculation methodology**	**Jun-23**	**07/23 to 09/23**	**10/**

- 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 £5000 each)
- Capital costs (E.g.: refurbishment, equipment over £5000...)

Timeline of your project | Budget for E6 | Budget for E10 | Budget summary | Data | +

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Budget per quarter per intervention

	Jun-23	07/23 to 09/23	10/23 to 12/23	01/24 to 03/24	Total
E6	£0.00	£0.00	£0.00	£0.00	£0.00
E10	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00	£0.00	£0.00

	Total	Total
E6 - Revenue	£0.00	£0.00
E6 - Capital	£0.00	
E10 - Revenue	£0.00	£0.00
E10 - Capital	£0.00	
Total	£0.00	

your project | Budget for E6 | Budget for E10 | **Budget summary** | Data | +

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13. If you are providing match funding or using this award as match to other funds please complete the questions below:	
Money available now to match to UKSPF funds	
Money is not yet available but expected before the UKSPF project start date	
Money is not yet available but expected during the UKSPF project delivery period *(please provide details in the comment box below)*	
Just for our information, are you anticipating that any awarded UKSPF monies will be used as match funding for other grant/ funding schemes? ☐	
Additional comments: Click or tap here to enter text.	

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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- 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 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 £2499.

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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.

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Next Steps 1

- Brentwood Borough Council team will make the Brentwood UKSPF website live on the 27th February 2023.

- 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@brentwood.gov.uk with any queries, or call 01277 312500

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Next Steps 2

- Work on your application and make sure you send in your draft (this is mandatory) for technical feedback – latest 20/3/23

- Send in your final submission 10/4/23 - 12.00 noon

- 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 22.5.23. Some successful applicants may be approved with conditions that must be met before funding is awarded.

- Grant funding agreements signed by 31.5.23 and delivery to start 1.6.23

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